

## **Estates Manager**

Thank you for your interest in this post at WQE.

We believe that this is a particularly exciting time to be joining us, offering a real opportunity to make a difference in this thriving and vibrant Sixth Form College. We strive for excellence in all aspects of our work with students; their academic and wider achievements, their learning experiences, the support they receive in relation to their academic progress, their learning environment and their wider experience of College life. The College operates across two closely located campuses, the larger campus next to the University of Leicester on University Road and a smaller campus at Regent Road.

We are looking to appoint a professional, self-motivated and enthusiastic Estates Manager to join our middle leadership team. The Estates team currently comprises 11 full time and 19 part time staff, together with outsourced contractors in some areas. The team is responsible for ensuring a high quality, safe, clean, secure and well maintained environment, including all buildings maintenance, health and safety compliance, cleaning, grounds maintenance, physical security and access for lettings. All members of the estates team, and therefore this postholder, work across both our University Road and Regent Road campuses.

The Estates Manager will be a member of the College's Support and Business Services Leadership team and will work closely with other leaders to provide outstanding facilities for students, staff and visitors in this busy and successful Sixth Form College. The successful applicant will have experience of leading and managing a team along with excellent working knowledge of building compliance and maintenance. The successful candidate will be responsible for the day to day management of all aspects of the College's estate and has overall responsibility for fire safety and lockdown arrangements and the physical security of the College's estate including the opening, closing and safety of all College buildings.

The Estates Manager works closely with the senior leadership team in the development and management of major capital projects, including the planning of these projects and the oversight of progress of all capital and maintenance programmes, including responsibility for the delivery of approved minor capital projects, usually over the College's holiday periods. The College's latest Estates Strategy was approved by the Governing Body in Summer 2020 and we have embarked on an extensive and exciting 10 year programme of works.

This is a permanent, full time post, working 37 hours per week. Occasional weekend working may be required and the postholder may be subject to call outs.

The salary banding for this post will be 35-38 which ranges from £49,865 to £53,351 per annum. The starting salary for this post is £49,865 but may be negotiated based on experience.

We offer an exceptional package of benefits to our staff, which for this post includes;

- Annual incremental pay increases, linked to performance, within the pay scale range
- A defined benefit pension scheme
- Staff well-being programme
- Cycle to Work Scheme
- Annual flu vaccination
- Continual Professional Development
- Eyecare voucher scheme
- On-site parking

We have an active and enthusiastic staff wellbeing group who meet regularly and are committed to adding value to life at work wherever possible, as well as ensuring a strong sense of community, wider opportunities and mutual support exist in our workplace.

## **APPLICATIONS**

Please do not submit a separate CV. Only information on the application form will be used in the selection process.

Completed applications must be returned by **10pm Sunday 4<sup>th</sup> February 2024**

Interviews will be held on **Friday 16<sup>th</sup> February 2024**. Full details will be emailed out to candidates.

**Please return all completed applications via e-mail only to [vacancies@wqe.ac.uk](mailto:vacancies@wqe.ac.uk)**

Finally, I would like to thank you again for the time taken to consider joining our team here at WQE and in making an application if you decide this is the right step for you.



**Paul Wilson**  
**Principal**