

Central Administration 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 their academic progress, their learning environment and their wider experience of College life. The College operates across two closely located campuses, 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 Central Administration Manager to join our middle management team. This post will centralise and ensure that the college administration function provides a robust, efficient and planned administration service across the college. The successful applicant will have experience of leading and managing a team along with excellent working knowledge of all aspect of administration and how relevant business systems can be delivered to provide a reliable and professional service. Experience of working in a College or school context would also be an advantage but is not essential. The team and therefore this post will operate and be based across both our University Road and Regent Road Campuses.

For our part we shall make every effort to support our new colleagues in making the best of the professional opportunities offered by this post.

This is a permanent, all year round, full time post working 37 hours per week commencing as soon as possible.

The salary banding for this post will be 31 – 34 which ranges from £45,416 - £48,706 per annum. The starting salary for this post is £45,416 but may 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 14th January 2024**

Interviews will be held on **Friday 26th January 2024**. Full details will be emailed out to candidates.

Please return all completed applications via e-mail only to 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