

HR Officer

School:	Wyggeston and Queen Elizabeth I College	Posted:	11th May 2019
Location:	Leicester, Leicestershire	Expires:	23rd May 2019 12:00 AM
Contract Term:	Permanent	Start Date:	As soon as possible
Salary:	£24,162 per annum.	Job ID:	1047453
Hours:	Full Time		



Wyggeston and Queen Elizabeth I
College

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.

In this context, we are looking to appoint an HR Officer to join our small HR team. The successful applicant will have had significant experience of working within an HR environment, the ability to work in a friendly and professional manner and strong planning, organisational and communication skills. Experience of working in a College or school context would also be an advantage. It is planned that that this post will be based at the University Road Campus, although there may be occasions where the successful candidate will work from the Regent Road campus.

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

WQE is an Equal Opportunities Employer.

All appointments will be subject to an enhanced Disclosure and Barring Service check.

Finally, I would like to thank you again for your interest in this post and I hope that we may hear from you in due course.

Safeguarding Statement:

Wyggeston & Queen Elizabeth I College is an Equal Opportunities Employer