

WJEC Summer 2025 Temp Scheme

Operations Assistants & Senior Assistants

We are looking for Operations Assistants & Senior Assistants to support the effective delivery of our 2025 Summer Exam series.

**Contract: Full-time (36.5 hours) opportunities available, Temporary/ Fixed Term
Salary: £12.00 - £12.13 yr awr / £22,776 - £23,031 per annum (pro rata)**

**We have a number of roles available, starting from mid-May 2025 onwards.
These roles will be offered as full-time, fixed term contracts until July 2025.**

This is a great entry level opportunity for anyone interested in joining the education sector, or seeking administrative experience to enhance their CV.

Our Operations Assistants & Senior Assistants will support our 2025 Summer Exam series. On a day-to-day basis, they will be responsible for ensuring all exam scripts are accurately recorded, completing data entry and checking exam marks against online records. As such, we are looking for people who have great attention to detail and can work effectively under pressure.

Previous experience is not essential as full training will be provided, however administrative or data entry experience is beneficial.

If you have good time keeping skills and like communicating with others, we would love to hear from you.

To apply:

Simply complete [this short online application form](#) and send HR@wjec.co.uk a copy of your CV.

Closing Date: 23:59; Friday 30 May 2025

Due to the high number of posts available, we are considering applications as they are received, on a rolling basis. We hope to be accepting applications through to 30 May 2025, but we reserve the right to close the vacancy subject to a minimum of 24h notice, should sufficient applications be received.

If you have any questions about the roles available, please contact hr@wjec.co.uk

IMPORTANT NOTE: Unfortunately, due to the nature of the work to be undertaken, applicants who have close family or friends who have recently taken WJEC qualifications, will not be eligible for the summer temp scheme.

JOB DESCRIPTION

Job Title:	Operations Assistant (Temporary)
Grade:	1RLW
Location:	WJEC Offices, Treforest
Main purpose of Job:	

Each year WJEC employs a number of temporary staff to assist with the processing of examination scripts. These staff provide clerical assistance across a range of examinations procedures for scripts that are marked electronically and paper copies.

Due to the nature of the work to be undertaken, applicants with close family who have recently taken WJEC examinations will not be eligible for employment.

Principal Duties and Responsibilities:

- On receipt of scripts from examiners, ensuring that all scripts are accurately recorded and filed.
- Data entry to support accurate logging and recording of materials stored in the warehouse.
- Checking question totals against computer records.
- Extraction / processing of scripts required for awarding and archiving purposes.
- Preparation of scripts for scanning processes.
- Assign answers to questions electronically.
- Checking scanned images match the paper script.

Other

- To understand and comply with all WJEC policies and procedures detailed in the Staff Handbook; in particular, ensuring you understand your role and responsibilities in relation to Safeguarding, Information Security, GDPR, Confidentiality, Welsh language and Health, Safety and Environment.
- Participate actively in supporting the principles and practice of equality of opportunity as laid down in WJEC's Equality & Diversity Policy, embedding ED&I into all projects, policies and practices.
- To be a pro-active team-member, contributing positively to meetings and projects in support of WJEC aims and objectives.
- To engage in personal and professional development activities relevant to the role.
- To undertake other duties, as required, which are commensurate with the grade of the post.

Person Specification

Job Title:	Operations Assistant (Temporary)
Department:	Operations Directorate

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

Skills and Abilities

Highly desirable

- Administrative skills.
- Numeracy and literacy skills.
- Communication skills (oral and written).
- Ability to work on own initiative and work as part of a team.
- Ability to work with accuracy paying attention to detail.
- Ability to meet deadlines and work under pressure.

Desirable

- The ability to communicate effectively orally and in writing through the medium of Welsh.

Knowledge

Desirable

- Knowledge of examination procedures.

Experience

Desirable

- Administrative experience
- Data entry experience
- Experience of proof reading and carrying out accuracy checks

Training / Qualifications

Highly desirable

- GCSE English, Mathematics and ICT.
- IT skills: Microsoft Word, Access and Excel.

Desirable

- IT skills: Ability in the use of bespoke packages.

Other Requirements

Highly desirable

- Ability to work in a confidential manner.

JOB DESCRIPTION

Job Title:	Temporary Senior Assistant
Grade:	3
Location:	WJEC Offices, Treforest
Main purpose of Job:	

To supervise a small team of temporary staff ensuring that the accuracy and efficiency of script processing for scripts that are processed electronically, and paper copies.

To provide administrative support for the script checking and Enquiries About Results processes to ensure that applications for Post Results Services (PRS) are able to completed in a timely, quality orientated manner.

Due to the nature of the work to be undertaken, applicants with close family who have recently taken WJEC examinations will not be eligible for employment.

Principal Duties and Responsibilities:

Processing of Examination scripts

- To complete administration requirements as required to ensure an effective PRS period.
- To manage small teams of temporary staff in processes such as booking in of scripts, printout checking, script checking.
- To assist in processes such as mark processing, white mail, and unscannable scripts.
- To sample check work and deal with any queries raised by the team members.
- To work with permanent staff to manage the efficiency and quality of work completed by the smaller temporary staff teams.
- To assist in the filing / extraction of scripts (e.g. for archiving, borderlining, disposal etc).

Post Results Services (PRS)

- To assist in the extraction, checking and scanning of scripts to examiners.
- Photocopying / scanning as required.
- Support all other activities within the PRS function to ensure an effective and timely delivery of a PRS period.

Other

- To complete any additional tasks or duties as required commensurate with job grade and duties. The role may be in one or more areas of the script checking process.
- To understand and comply with all WJEC policies and procedures detailed in the Staff Handbook; in particular, ensuring you understand your role and responsibilities in relation to Safeguarding, Information Security, GDPR, Confidentiality, Welsh language and Health, Safety and Environment.

- Participate actively in supporting the principles and practice of equality of opportunity as laid down in WJEC's Equality & Diversity Policy, embedding ED&I into all projects, policies and practices.
- To be a pro-active team-member, contributing positively to meetings and projects in support of WJEC aims and objectives.
- To engage in personal and professional development activities relevant to the role.

Person Specification

Job Title: Temporary Senior Assistant

Department: Operations Directorate

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

Skills and Abilities

Highly desirable

- Administrative skills.
- Numeracy and literacy skills.
- Communication skills (oral and written).
- Legible written skills.
- Organisational skills.
- IT skills.
- Ability to work on own initiative.
- Ability to work as part of a team.
- Ability to work with accuracy paying attention to detail.
- Ability to carry out routine work.
- Ability to meet deadlines.
- Ability to work under pressure.

Desirable

- The ability to communicate effectively orally and in writing through the medium of Welsh.

Knowledge

Desirable

- Knowledge of examination procedures.

Experience

Highly desirable

- Supervisory experience.
- Administrative experience.

Desirable

- Experience of dealing with telephone queries.

Training / Qualifications

Highly desirable

- GCSE English and Mathematics.
- IT skills: Microsoft Word, Access and Excel.
- IT skills: Ability in the use of bespoke packages.

Other Requirements

Highly desirable

- Ability to work in a confidential manner.

Telerau ac Amodau Gwasanaeth		Terms and Conditions of Service	
Teitl y Swydd / Job Title:	Cynorthwyr Gweithrediadau ac Uwch Gynorthwyr / Operations Assistants & Temporary Senior Assistants		
Cyflog: Salary:	£12.00 - £12.13 yr awr / per hour £22,776 - £23,031 y flwyddyn / per annum (pro rata)	Gradd / Grade:	1RLW / 3
Gwyliau Blynyddol / Annual Leave:	<p>25 diwrnod y flwyddyn pro rata. (Mae hyn yn cyfateb i 2.08 diwrnod yn cronni'n fisol.) Os cymerir mwy o ddyddiau o wyliau blynyddol na'r hyn sy'n cael ei gronni, addasir eich cyflog terfynol i ystyried y dyddiau hyn.</p> <p>25 days per annum pro rata. (This amounts to 2.08 days accrued on a monthly basis.) In the event that more annual leave days are taken than have been accrued, an adjustment will be made from your final salary to take account of these days.</p>		
Pensiwn / Pension:	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol. / The provision of the Local Government Superannuation Act apply.		
Math o Gytundeb:		Contract Type:	
<p>Cyflogaeth dros dro yw hon wedi'i lleoli yn CBAC, i gynorthwyo â'r gwaith o ymdrin ag arholiadau Haf. Cyflogaeth dros gyfnod o 4–10 wythnos yw hon.</p> <p>The employment will be for a temporary period based at WJEC, to provide assistance in dealing with the Summer examinations. The employment will be for a 4–10 week period.</p>			
<input type="checkbox"/>	Llawn-amser / Full-time		
<input type="checkbox"/>	Rhan-amser / Part-time	Nifer yr oriau yr wythnos / No of hrs per week	
<input checked="" type="checkbox"/>	Llawn-amser Tymor Cyfyngedig / Full-time, Limited Term	Diwedd y Tymor / End of Term	18 Gorffennaf / July 2025
<input type="checkbox"/>	Rhan-amser Tymor Cyfyngedig / Part-time Limited Term	Diwedd y Tymor / End of Term	
		Nifer yr oriau yr wythnos / No of hrs per week	36.5
Dull Ymgeisio:		Method of Application:	
<p>Llenwch y ffurflen gais fer ar-lein hon ac anfonwch gopi o'ch CV i AD@cbac.co.uk erbyn 23:59; dydd Gwener 30 Mai 2025.</p> <p>Simply complete this short online application form and send HR@wjec.co.uk a copy of your CV by 23:59; Friday 30 May 2025.</p>			