

WJEC 2026 Seasonal Temp Scheme

2601-15 Administrative Assistants

We are looking for Administrative Assistants to support the effective delivery of our 2026 Summer Exam series.

Contract: Full-time (36.5 hours), Temporary / Fixed Term
(lengths of contract vary up to August 2026)

Salary: £12.60 per hour / £23,914 per annum (pro rata where applicable)*
**Pay award pending*

We have a number of roles available, starting from mid-April 2026. Whilst most of the roles we have available are full-time, part-time hours will also be considered.

Working in our Western Avenue offices, Administrative Assistants are a key support to us during the busy Summer examination series.

Role-holders will be placed in one of several departments but will always join friendly and supportive teams and are expected to provide administrative help under their supervision. Duties will be varied and range from scanning/photocopying and collating/distributing documents to assisting with phone enquiries. We're keen to hear from people who like working in a team, have good IT skills and have good planning/organisational skills.

Whilst administrative experience would be advantageous, it is not essential as full training will be provided. This is a great entry level role which allows you to learn more about the education sector and open the door to new opportunities; several of our employees started working with us via this scheme, so it can lead to a long and rewarding career with WJEC.

To apply:

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

Closing Date: 23:59, Sunday 31 May 2026

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 2026, 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:	Temporary Administrative Assistant
Department:	Various
Section:	Various
Responsible to:	Line Manager
Grade:	RLW
Location:	Cardiff
Main purpose of Job:	

The post holder will carry out certain specific administrative duties within the section.

Principal Duties and Responsibilities:

Communication and Customer Service:

Under direction/support from your line manager:

- To communicate politely and effectively with a range of individuals (internal and external), providing responses to common queries and/or escalating in a timely and professional manner.
- To build and maintain effective working relationships with other departments of WJEC, working collaboratively to achieve joint aims.

Administrative:

- To undertake a variety of administrative tasks in support of the department including:
 - Assisting in the large-scale production and distribution of an extensive range of materials to customers, both electronically and in paper format.
 - Assisting in the safe distribution of confidential and/or sensitive information and undertake redacting of documents when required.
- To help maintain departmental databases and be able to obtain information from an array of databases and systems.
- To use Microsoft Office packages to support the production or formatting of documents
- To undertake filing of documents (electronic and paper), in line with local retention policies
- To assist with travel/accommodation requests from customers.

In addition:

- To work closely with other departments in WJEC in support of team objectives.
- 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:	Administrative Assistant
Department:	Various

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

- A team player, who gets on well with others and has a collaborative and flexible approach to work
- Good written and verbal communication skills
- The ability to undertake routine or repetitive work but maintain accuracy and attention to detail.
- Good time-keeping, with the ability to plan and organise their work to meet deadlines set by their manager.
- The ability to use an array of IT packages (Outlook, Teams, Word, Excel, Apple Macs)
- Numeracy skills to support data-checking and data-entry tasks.

Desirable

- Welsh language skills

Experience

Desirable

- Experience of working within a customer focussed or office environment
- Administrative experience

Training / Qualifications

Desirable

- Proofreading skills

Telerau ac Amodau Gwasanaeth / Terms and Conditions of Service

Teitl y Swydd / <i>Job Title:</i>	Cynorthwydd Gweinyddol Dros Dro / <i>Temporary Administrative Assistant</i>		
Cyflog / <i>Salary:</i>	£12.60 yr awr, £23,914 y flwyddyn (pro-rata lle y bo'n gymwys)* / <i>£12.60 per hour, £23,914 per annum (pro-rata where relevant)*</i> *dyfarniad cyflog i ddod / pay award pending Telir taliadau goramser yn unol â chyfraddau gwell cytûn CBAC / Overtime <i>payments will be made in accordance with the agreed enhanced rates of WJEC.</i>	Gradd / <i>Grade:</i>	Cyflog Byw Gwirioneddol / <i>Real Living</i> <i>Wage (RLW)</i>
Gwyliau Blynnyddol / <i>Annual Leave:</i>	25 diwrnod (182.5 awr) y flwyddyn. Mae CBAC hefyd yn darparu 16 diwrnod (116.8 awr) i gyfrif am Wyliau Cyhoeddus a chyfnodau Cau CBAC (gwyliau ychwanegol). Mae'r lwfansau hyn yn cael eu haddasu ar gyfer staff sy'n gweithio'n rhan-amser neu batrymau gweithio cywasgedig. <i>25 days (182.5 hours) per annum. WJEC also provides 16 days (116.8 hours) to account for Bank</i> <i>Holidays and WJEC Closure periods (Additional leave). These allowances are adjusted for staff</i> <i>who work part-time or compressed working patterns.</i>		
Pensiwn / <i>Pension:</i>	Mae gofynion y Cynllun Pensiwn Llywodraeth Leol yn berthnasol. <i>The provision of the Local Government Pension Scheme (LGPS) applies.</i>		
Math o Gytundeb / Contract Type:			
Oriau Gwaith / Working Hours:	Hyd y Contract / Length of Contract:		
<input checked="" type="checkbox"/> Llawm-amser / Full-time	<input type="checkbox"/> Parhaol / Permanent		
<input type="checkbox"/> Rhan-amser / Part-time	<input checked="" type="checkbox"/> Tymor penodol / Fixed-term		
Nifer yr oriau yr wythnos / <i>No. of hrs per week:</i> 36.5	Dyddiad gorffen arfaethedig / <i>Planned end date:</i>	Amrywiol / <i>Various</i>	
	Rheswm dros y cyfnod penodol / <i>Reason for fixed-term:</i>	Swydd Wag Dymhorol / <i>Seasonal Vacancy</i>	
Arall / Other:			
Cyfnodau prysur llwyth gwaith / <i>Workload Peaks:</i>	Amh / <i>N/A</i>		
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. <i>The employment will be for a temporary period based at WJEC, to provide assistance in dealing with the Summer</i> <i>examinations. The employment will be for a 4–10 week period.</i>			
Dull Ymgeisio / Method of Application:			
Llenwch y ffurflen gais ar-lein hon ac anfonwch gopi o'ch CV i AD@cbac.co.uk erbyn 23:59, dydd Sul 31 Mai 2026 . Sylwch na fydd modd ystyried eich cais tan y byddwn yn derbyn eich CV. <i>Simply complete our online application form and send your CV to HR@wjec.co.uk by 23:59, Sunday 31 May 2026. Please note that applications cannot be considered until your CV has been received.</i>			