

Planning and Scheduling Assistant (Welsh medium)

Salary: £29,604 - £31,506 per annum (Grade 6)

Contract type: Full-time (36.5 hours per week), permanent

The challenge

At WJEC, we contribute to our education communities by providing trusted qualifications and specialist support, to allow our learners the opportunity to reach their full potential. This is a fantastic chance to be part of an organisation that both encourages and enhances the minds of tomorrow.

The role

Working within a friendly, fast-paced environment, this role is required to oversee the assessment materials development process for all Welsh medium assessments, alongside continually monitoring the progress of materials development against delivery schedule, taking action to avoid delays. The post holder will also be required to work closely and effectively with internal and external stakeholders to ensure on-time delivery of quality assured assessments.

The person

To enjoy this role, you'll be a flexible, enthusiastic, focussed person who enjoys being busy and has excellent time management skills. You'll be bilingual (Welsh and English) and feel comfortable with communicating with both internal and external stakeholders, to build strong working relationships. You'll also feel confident in generating, manipulating, and presenting data within MS Excel.

Our benefits

We offer a range of excellent benefits including a Local Government Pension Scheme, options for flexible working and generous leave entitlements – all within a great team and a culture encouraging inclusion and diversity. A career with WJEC can be extremely rewarding and specific training to develop your professional skills in role will be provided.

Please visit [our website](#) to download a copy of the job description and application form.

Closing date: 23:59; 22 March 2024

JOB DESCRIPTION

Job title	Planning and Scheduling Assistant (Welsh medium)
Department:	Assessment Delivery
Section:	Assessment Materials Unit
Responsible to:	Team Leader Planning and Scheduling
Grade:	6
Location:	Treforest
Main purpose of Job:	

To ensure that the production of all Welsh medium assessment materials is effectively planned and scheduled in consultation with all relevant internal and external/contracted staff. To oversee the production of those materials, ensuring that they are delivered accurately and in a timely manner as determined by the planned schedule. The post holder must be fluent in Welsh.

Principal Duties and Responsibilities:

- To ensure that the production of all Welsh medium assessment materials are planned and scheduled appropriately, liaising with key members of the assessment materials unit, domain staff and contracted including examiners/moderators, revisers, scrutineers, translators and subject specialists.
- To ensure that drafts of assessment materials (question papers/controlled assessment tasks) and marking schemes are received from translators, Principal Examiners and Moderators in accordance with the planned schedules. To deal with any late submissions.
- To oversee arrangements made for QPEC meetings for Welsh first and second language qualifications and to produce and distribute all relevant materials.
- To continuously monitor the production of the assessment materials, ensuring that all deadlines are met, communicating with appropriate staff, as required. To inform the Team Leader Planning and Scheduling of any issues and matters requiring further attention.
- To maintain accurate records of all assessment material production stages, updating the management system (currently QPMS) as appropriate.
- To ensure that all marks schemes are amended/updated for dispatch to Principal Examiners, revisers, and scrutineers.
- To ensure that all Welsh first and second language papers are approved by respective appointees.
- To always maintain the confidentiality of assessment materials and to declare any conflicts of interest to the Team Leader Planning and Scheduling or the Head of Assessment Materials Unit as appropriate.
- To liaise with the Team Leader Planning and Scheduling regarding the timeline for final printing of questions papers, ensuring that papers are available in good time for despatch to centres.
- To check/verify all invoices/payments for appointees.
- To fulfil other duties as appropriate to the post and as determined by the Team Leader, Planning and Scheduling.

Person Specification

Job title:	Planning and Scheduling Assistant (Welsh medium)
Department:	Assessment Delivery

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

- Organisational skills, including good time management.
- Good verbal and written communication skills.
- Ability to work and make decisions independently.
- Highly accurate with attention to detail.
- Understand the importance, and maintain high levels, of confidentiality.
- Ability to work under pressure to meet goals and deadlines.
- Be flexible and adaptable with the ability to multi-task.
- Ability to cooperate with others and be an active member of a team.
- Ability to problem solve, providing effective solutions where required.
- Fluency in Welsh, written and oral.

Desirable

- Experience of staff supervision.

Knowledge

Highly desirable

- Computer literacy, knowledge of Microsoft packages.
- Knowledge of Welsh medium and translating issues.

Experience

Highly desirable

- Examinations administrative experience.
- General administrative experience.
- Experience of dealing with outside organisations.

Desirable

- Proof-reading experience.

Training / Qualifications

Highly desirable

- Educated to GCE / A-level or equivalent, or equivalent work-related experience.

Other Requirements

Telerau ac Amodau Gwasanaeth		Terms and Conditions of Service	
Teitl y Swydd: Job Title:	Cynorthwydd Cynllunio a Threfnu (cyfrwng Cymraeg)/ Planning and Scheduling Assistant (Welsh medium)		
Cyflog: Salary:	£29,604 - £31,506 y flwyddyn/ per annum	Gradd: Grade:	6
Gwyliau Blynnyddol:	25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol/ychwanegol o wyliau yn ogystal ar hyn o bryd.		
Annual Leave:	25 Days per annum. In addition, the WJEC currently allows 16 statutory / additional holidays		
Pensiwn:	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol		
Pension:	The provision of the Local Government Superannuation Act apply		
Math o Gytundeb:		Contract Type:	
<input checked="" type="checkbox"/> Llawn-amser / Full Time <input type="checkbox"/> Rhan-amser / Part Time <input type="checkbox"/> Llawn-amser Tymor Cyfyngedig / Full Time Limited Term <input type="checkbox"/> Rhan-amser Tymor Cyfyngedig / Part Time Limited Term		Nifer yr oriau yr wythnos No of hrs per week Diwedd y Tymor End of Term Diwedd y Tymor End of Term Nifer yr oriau yr wythnos 36.5 No of hrs per week	
Dull Ymgeisio:		Method of Application:	
Dylid anfon ffurflenni wedi'u llenwi ar e-bost at ad@cbac.co.uk erbyn 23:59; dydd 22 Mawrth 2024 . Completed forms should be sent by email to hr@wjec.co.uk by 23:59; 22 March 2024 .			