

Accessible Assessment Materials Administrative Assistant

Salary: £12.78 - £13.06 per hour
£24,258 - £24,789 per annum pro rata (Grade 3)

Contract type: Full-time (36.5 hours per week),
Fixed-term (January 2026 to April 2026)

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 business-critical role will provide general support with the production and despatch of modified assessment materials for the summer 2026 series. The role is hands on and will require excellent attention to detail and organisation skills when working on confidential materials within strict deadlines.

About you

To enjoy this role, you'll be a flexible, enthusiastic and conscientious person, who likes being busy. You'll have an organised and efficient approach to work, alongside a willingness to learn and undertake duties which may be of a repetitive nature.

Benefits

At WJEC, we pride in being an inclusive and supportive place to work. We also offer a range of excellent benefits including: 25 days annual leave per year (in addition to 16 statutory / additional holidays) adjusted for part-time/compressed working patterns, free Welsh lessons, a generous pension scheme and numerous family friendly policies. A career with WJEC can be extremely rewarding and you will be encouraged throughout with great opportunities to develop your professional and personal skills.

If you would like to know more about this role, or about working at WJEC, please do not hesitate to contact our HR team (HR@wjec.co.uk), who will be more than happy to help.

How to apply:

Simply complete our [online application form](#) and send your CV to HR@wjec.co.uk. Please note that applications cannot be considered until your CV has been received.

Closing date: 12:00, Wednesday 07 January 2026

JOB DESCRIPTION

Job Title:	Accessible Assessment Materials Administrative Assistant
Department:	Assessment Delivery Directorate
Section:	Assessment Materials Unit
Responsible to:	Team Leader (Accessible Assessment Materials)
Grade:	3
Location:	Treforest
Main purpose of Job:	

To support the modified papers section ensuring timely delivery of question papers of various formats to centres. To provide general administrative support to the Assessment Materials Unit (AMU) team members across all domains to ensure the smooth flow of question papers at various stages of their development as directed by Accessible Assessment Materials Team Leader.

Principal Duties and Responsibilities:

Assessment Material Preparation and Despatch:

- To assist in the copying, and collation of modified versions of assessment materials.
- To proofread printed copies, understanding the appropriate format and layout of modified papers.
- To email and liaise with stakeholders to organise delivery and collection of papers.
- To assist with the despatch of modified versions of question papers to ensure timely delivery to centres.
- To maintain the confidentiality of assessment materials at all times and to declare any conflicts of interest to the Accessible Assessment Materials Team Leader or the Head of Assessment Materials Unit as appropriate.

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:	Accessible Assessment Materials Administrative Assistant
Department:	Assessment Delivery 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

- Communication skills (verbal and written)
- Organisational skills, including good time management
- Ability to work independently as well as part of a team
- Ability to effectively review and scan documents and data to identify errors with attention to detail and precision.
- Ability to work under pressure and to meet deadlines
- Ability to observe confidentiality
- Flexible and adaptable with the ability to multi-task
- Demonstrate accuracy and attention to detail when following administrative instructions and procedures.

Desirable

- Welsh language skills

Knowledge

Highly desirable

- Awareness of Health and Safety at work regulations

Experience

Highly desirable

- General administrative experience
- Basic Microsoft and emailing experience

Training / Qualifications

Highly desirable

- GCSE standard of education or above

Other Requirements

Highly desirable

- A flexible approach to work

Telerau ac Amodau Gwasanaeth / Terms and Conditions of Service

Teitl y Swydd / <i>Job Title:</i>	Cynorthwydd Gweinyddol Deunyddiau Asesu Hygyrch / <i>Accessible Assessment Materials Administrative Assistant</i>		
Cyflog / <i>Salary:</i>	£12.78 - £13.06 yr awr, £24,258 - £24,789 y flwyddyn (pro-rata lle y bo'n gymwys) / <i>£12.78 - £13.06 per hour, £24,258 - £24,789 per annum (pro-rata where relevant)</i> Telir taliadau goramser yn unol â chyfraddau gwell cytûn CBAC / <i>Overtime payments will be made in accordance with the agreed enhanced rates of WJEC.</i>	Gradd / <i>Grade:</i>	3
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 Holidays and WJEC Closure periods (Additional leave). These allowances are adjusted for staff 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"/> Rhan-amser / Part-time Nifer yr oriau yr wythnos / <i>No. of hrs per week:</i> 36.5		<input type="checkbox"/> Parhaol / Permanent <input checked="" type="checkbox"/> Tymor penodol / Fixed-term Dyddiad gorffen arfaethedig / <i>Planned end date:</i> Ebrill 2026 / <i>April 2026</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>	
Dull Ymgeisio / Method of Application:			
Llenwch y ffurflen gais ar-lein hon ac anfonwch gopi o'ch CV i AD@cbac.co.uk erbyn 12:00, dydd Mercher 07 Ionawr 2026 . Sylwch na fydd modd ystyried eich cais tan y byddwn yn derbyn eich CV.			
Simply complete our online application form and send your CV to HR@wjec.co.uk by 12:00, Wednesday 07 January 2026 . Please note that applications cannot be considered until your CV has been received.			