

Accessible Assessment Materials Support Assistant

Salary: £12.00 per hour
£22,776 per annum pro rata (RLW)

Contract type: 3x Full-time (36.5 hours per week),
Fixed-term until June 2025

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 2025 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

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.

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.

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

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 09 February 2025

JOB DESCRIPTION

Job Title:	Accessible Assessment Materials Support Assistant
Department:	Assessment Delivery Directorate
Section:	Assessment Materials Unit
Responsible to:	Team Leader (Accessible Assessment Materials)
Grade:	RLW
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 assist with the despatch of modified versions of question papers to ensure timely delivery to centres.
- To assist with the picking, packing and despatching of modified assessment materials and support materials in line with current practices and procedures, ensuring items go out correctly and on time.
- 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 Support 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 work with accuracy, paying attention to detail
- Ability to work under pressure and to meet deadlines
- Ability to observe confidentiality
- Flexible and adaptable with the ability to multi-task

Desirable

- Welsh language skills

Knowledge

Highly desirable

- Awareness of Health and Safety at work regulations

Experience

Highly desirable

- General administrative 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 / Job Title:	Cynorthwydd Cymorth Deunyddiau Asesu Hygyrch / Accessible Assessment Materials Support Assistant		
Cyflog: Salary:	£12.00 yr awr / per hour £22,776 y flwyddyn / per annum (pro rata) <i>Telir taliadau goramser yn unol â chyfraddau gwell cytûn CBAC / Overtime payments will be made in accordance with the agreed enhanced rates of WJEC.</i>	Gradd / Grade:	1RLW
Gwyliau Blynyddol / Annual Leave:	25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol / ychwanegol o wyliau yn ogystal ar hyn o bryd. 25 Days per annum. In addition, WJEC currently allows 16 statutory / additional holidays.		
Pensiwn / Pension:	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol. The provision of the Local Government Superannuation Act apply.		
Math o Gytundeb:		Contract Type:	
<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	Mehefin / June 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:	
Llenwch y ffurflen gais fer ar-lein hon ac anfonwch gopi o'ch CV i AD@cbac.co.uk erbyn 23:59; dydd Sul 09 Chwefror 2025.			
Simply complete this short online application form and send HR@wjec.co.uk a copy of your CV by 23:59; Sunday 09 February 2025.			