

## WJEC 2026 Seasonal Temp Scheme

### Administrative Assistant: Special Requirements

Salary: £12.60 yr awr / £23,914 per annum pro rata (Real Living Wage)\*

Contract type: Full-time (36.5 hours per week), until 31 August 2026

*\*Pay award pending*

The Special Requirements' team is looking for an Administrative Assistant to support the effective delivery of access arrangements, reasonable adjustments and special consideration during the 2026 Summer Examination Series.

#### **The Role:**

As an administrative assistant, you'll provide key support to the team, enabling them to respond to our key stakeholders in a timely and effective manner. Duties will be varied and include responding to Special Requirements' queries and collecting, processing and recording information to ensure candidates are not disadvantaged.

Working hours are expected to be typically 8:30am to 4:30pm, Monday to Friday. WJEC operates a hybrid working model, enabling the successful candidate to split their time between WJEC offices and working at home, subject to business need.

#### **About You:**

We're welcoming applications from people who have some prior experience in an administrative role, are good communicators and confident with It and are able to work independently and as part of team.

#### **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.

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For informal enquiries, please don't hesitate to contact [HR@wjec.co.uk](mailto:HR@wjec.co.uk) and a member of the team would be more than happy to help.

**Closing date: 23:59, Sunday 22 March 2026**

**Interviews are expected to take place on Wednesday 01 April 2026**

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Administrative Assistant: Special Requirements</b>
<b>Department:</b>	Qualifications and Assessment Delivery
<b>Section:</b>	Policy and Regulation
<b>Responsible to:</b>	Head of Special Requirements
<b>Grade:</b>	Real Living Wage (RLW)
<b>Location:</b>	Western Avenue

**Main purpose of Job:**

The post holder will undertake in a wide range of functions to ensure that WJEC meets regulatory requirements and implements its internal policies and procedures effectively.

The post holder will undertake a range of administrative duties in respect of special requirements’ matters including access arrangements, reasonable adjustments and special consideration.

**Principal Duties and Responsibilities:**

- To undertake a variety of administration tasks to support the Special Requirements’ team including administration in relation to access arrangements, reasonable adjustments and special consideration.
- To be responsible for actioning allocated e-mail correspondence received in the Special Requirements’ mailbox.
- To collect and collate information relating to awarding qualifications via Reasonable Adjustments and communicate professionally and politely with centres and other stakeholders in a timely manner.
- To manage Special Requirements’ Statement of Recognition process, including collecting information from centres, producing Statement of Recognition certificates and distributing to centres in a timely manner.
- To contribute to the recording and processing special consideration for missing scripts.
- To check WJEC's webpages to ensure that all information is up-to-date.

**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 by the Assistant Director and Head of Special Requirements which are commensurate with the grade of the post.

## Person Specification

<b>Job Title:</b>	Administrative Assistant: Special Requirements
<b>Department:</b>	Qualifications and 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

- Good oral and written communication skills with the ability to provide sensitive or complex information to a variety of audiences.
- Ability to work in an organised, accurate and confidential way.
- Ability to work well independently and as part of a team, with a flexible and pro-active approach to work.
- Good level of ICT skills, including Excel, and the ability to apply these skills.
- An eye for detail, with the ability to carry out a range of administrative tasks accurately and efficiently.

### Desirable

- Ability to work through the medium of Welsh.

## Knowledge

### Highly desirable

- An awareness of:
  - the Equality Act (2010)
  - Access Arrangements, Reasonable Adjustments and Special Consideration

### Desirable

- Knowledge of UK Education, Examinations and Qualifications Systems.

## Experience

### Highly desirable

- Administrative experience within a customer focussed environment
- Experience of answering queries from internal and external stakeholders
- Experience of completing work in order to meet time-sensitive deadlines.

### Desirable

- Experience of using WJEC IT systems

## Training / Qualifications

### Highly desirable

- 5 GCSE's including English and Maths, or equivalent qualifications or demonstrable experience for the role

## Other Requirements

### Highly desirable

- Willingness to learn and develop

## Telerau ac Amodau Gwasanaeth / Terms and Conditions of Service

<b>Teitl y Swydd /</b> <i>Job Title:</i>	<b>Cynorthwydd Gweinyddol: Gofynion Arbennig /</b> <i>Administrative Assistant: Special Requirements</i>		
<b>Cyfflog /</b> <i>Salary:</i>	<b>£12.60 yr awr, £23,914 y flwyddyn (pro-rata lle y bo'n gymwys) /</b> <i>£12.60 per hour, £23,914 per annum (pro-rata where relevant)*</i> <b>*dyfarniad cyfflog i ddod / Pay award pending</b>	<b>Gradd /</b> <i>Grade:</i>	<b>Cyfflog Byw Gwirioneddol /</b> <i>Real Living Wage (RLW)</i>
<b>Gwyliau Blyneddol /</b> <i>Annual Leave:</i>	<b>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.</b> <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>		
<b>Pensiwn /</b> <i>Pension:</i>	<b>Mae gofynion y Cynllun Pensiwn Llywodraeth Leol yn berthnasol.</b> <i>The provision of the Local Government Pension Scheme (LGPS) applies.</i>		

### Math o Gytundeb / Contract Type:

<b>Oriau Gwaith / Working Hours:</b>	<b>Hyd y Contract / Length of Contract:</b>		
<input checked="" type="checkbox"/> <b>Llawm-amser / Full-time</b>	<input type="checkbox"/> <b>Parhaol / Permanent</b>		
<input type="checkbox"/> <b>Rhan-amser / Part-time</b>	<input checked="" type="checkbox"/> <b>Tymor penodol / Fixed-term</b>		
<b>Nifer yr oriau yr wythnos /</b> <i>No. of hrs per week:</i> 36.5	<b>Dyddiad gorffen arfaethedig /</b> <i>Planned end date:</i>	<b>01 Mai – 31 Awst 2026 /</b> <i>01 May – 31 August 2026</i>	
	<b>Rheswm dros y cyfnod penodol /</b> <i>Reason for fixed-term:</i>	<b>Swydd Wag Dymhorol /</b> <i>Seasonal Vacancy</i>	

### Arall / Other:

**Cyfnodau prysur llwyth gwaith /** **Amh /**  
*Workload Peaks:* *N/A*

### Dull Ymgeisio / Method of Application:

Llenwch y [ffurflen gais ar-lein hon](#) ac anfonwch gopi o'ch CV i [AD@cbac.co.uk](mailto:AD@cbac.co.uk) erbyn **23:59, dydd Sul 22 Mawrth 2026**. Sylwch na fydd modd ystyried eich cais tan y byddwn yn derbyn eich CV.

**Disgwylir cynnal y cyfweiliadau yn ystod ar dydd Mercher, 01 Ebrill 2026.**

Simply complete our [online application form](#) and send your CV to [HR@wjec.co.uk](mailto:HR@wjec.co.uk) by **23:59, Sunday 22 March 2026**. Please note that applications cannot be considered until your CV has been received.

**Interviews are expected to take place on Wednesday 01 April 2026.**