

WJEC 2026 Seasonal Vacancy Scheme

Professional Learning Administrative Assistant

Salary: £13.45 per hour / £25,528.10 per annum pro rata (Real Living Wage)

**Contract type: Part-time (21.9 hours per week),
Fixed-term until 26 February 2027**

We're looking for a highly organised individual with a good eye for detail and passion for administration to come and join our Professional Learning (PL) events team. The team manages and coordinates training events for teachers / practitioners at locations across the UK as well as online. We quality assure and publish hundreds of PL documents annually. You'll play a key role in ensuring their timely publication and dissemination, making them accessible to schools and colleges (centres).

The role

Key duties for the Administrative Assistant in the team will include supporting the production and despatch of materials via our secure Portal website.

About you

To thrive in this role, you'll have some administrative experience with an eagerness to develop skills in this area. A good communicator with effective digital skills and a keen eye for detail, you'll enjoy working as part of a small and busy 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.

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. As such, applications are invited from individuals across the UK but please note that regular working from our Cardiff offices will be required. Welsh language skills are not essential but the willingness to learn is always valued.

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.

To apply:

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

Closing date: 23:59, Tuesday 13 October 2026

JOB DESCRIPTION

Job Title:	Professional Learning Administrative Assistant
Department:	Professional Learning / Development
Section:	Qualifications and Assessment Delivery Directorate
Grade:	RLW
Location:	Western Avenue, Cardiff/Treforest
Main purpose of Job:	

This post will be based within the Professional Learning (PL) Department that manages and coordinates professional learning events for teachers / practitioners at locations across the UK as well as online. The work will involve working closely with the PL Senior Support Officer collating delegate resources / materials and ensuring the timely publication on our secure Portal website. The post holder may also be required to perform other general administrative duties to support the work of the Department.

Principal Duties and Responsibilities:

- To deliver a professional customer service and providing high-quality delegate resources / materials, including:
 - Uploading PL materials and other key documents to our secure Portal website;
 - Assisting with photocopying, collation and timely despatch of delegate packs to subject teams and / or event venues;
 - To monitor and maintain the secure uploads email inbox, including prioritising and triaging required uploads.
- To support additional administrative processes related to the annual Professional Learning Programme including:
 - Distributing delegate registers;
 - Supporting the production of online events held on MS Teams;
 - Supporting production and despatch of hard copy delegate packs and equipment.
- Supporting processes relating to regulatory and monitoring obligations, including timely and appropriately downloading and storing recordings of CPD events.

In addition:

- To work closely with other departments in WJEC to deliver the objectives of the Professional Learning Department.
- 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 which are not included above but are consistent with the role, as directed by the PL Senior Support Officer and PL Manager.

Person Specification	
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Job Title:	Professional Learning Administrative Assistant
Department:	Professional Learning Department

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	
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Highly desirable

- Competence in use of IT, particularly Microsoft Office programmes (including Outlook, Word and Excel and Teams).
- Good oral and written communication skills with the ability to communicate information clearly and accurately to a variety of audiences.
- An excellent eye for detail, with the confidence and accuracy to make corrections to communications where necessary.
- An organised and methodical approach to work with confidence to independently plan and prioritise own workload to meet multiple and sometimes conflicting deadlines.
- Ability to work under pressure to tight deadlines
- Ability to work well independently and as part of a team, with a flexible and pro-active approach.
- A willingness to undertake routine and repetitive tasks
- Reliability and punctuality

Desirable

- Fluency in Welsh, written and oral
- Ability to quickly learn new and/or bespoke IT software.
- Strong networking skills, with the ability to build and maintain working relationships across multiple departments and/or external partners.

Knowledge	
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Highly desirable

- N/A

Desirable

- Knowledge of UK Education, Examinations and Qualifications Systems.

Experience	
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Highly desirable

- A good level of administrative experience.

Desirable

- Customer service experience
- Events management experience.

Training / Qualifications	
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Highly desirable

- Educated to GCSE level (A*-C) or equivalent, or equivalent work experience.

Desirable

- N/A

Telerau ac Amodau Gwasanaeth / Terms and Conditions of Service

Teitl y Swydd / <i>Job Title:</i>	Cynorthwydd Gweinyddol Dysgu Proffesiynol / <i>Professional Learning Administrative Assistant</i>		
Cyflog / <i>Salary:</i>	£13.45 yr awr, £25,528.10 y flwyddyn (pro-rata lle y bo'n gymwys) / <i>£13.45 per hour, £25,528.10 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>	Cyflog Byw Gwirioneddol / <i>Real Living 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 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:		
☐ Llawn-amser / Full-time	☐ Parhaol / Permanent		
☒ Rhan-amser / Part-time Nifer yr oriau yr wythnos / <i>No. of hrs per week:</i> 21.9	☒ Tymor penodol / Fixed-term Dyddiad gorffen arfaethedig / <i>Planned end date:</i> 26 Chwefror 2027 / 26 February 2027 Rheswm dros y cyfnod penodol / <i>Reason for fixed-term:</i> Swydd Wag Dymhorol / Seasonal Vacancy		

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 erbyn **23:59, dydd Mawrth, 13 Hydref 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 **23:59, Tuesday, 13 October 2026**. Please note that applications cannot be considered until your CV has been received.