

Despatch Assistant x 4

Salary: £21,135 - £21,492 per annum pro rata (Grade 2)

Contract type: Full-time (36.5 hours per week), Fixed-term until 31st May 2024

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 assist with the despatch of confidential and non-confidential material and is instrumental in the smooth running of the logistics team.

About you

To enjoy this role, you'll be a flexible, enthusiastic, conscientious person who likes being busy and working with other colleagues across WJEC in Treforest. 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.

Closing date: 21 March 2024

We reserve the right to close the vacancy subject to a minimum of 24h notice, should sufficient applications be received

JOB DESCRIPTION

Job title	Despatch Assistant
Department:	Operations Directorate
Section:	Logistics
Responsible to:	Logistics Team Leader
Grade:	2
Location:	Treforest

Main purpose of Job:

To support the Despatch/ Logistics functions within WJEC. To assist in the despatch of confidential and non-confidential material.

Principal Duties and Responsibilities:

The post-holder will undertake a wide variety of tasks, including the following:

- Assist with the packing and despatching of assessment materials in line with the current practices and procedures, ensuring items go out correctly and on time.
- Assist in the processing of return scripts.
- To assist with the loading of vehicles and to make use of warehouse equipment.
- To help maintain good housekeeping levels and to be health and safety aware.
- To assist with the movement of stock within the despatch and stores area.
- To provide cover within Finishing and Post Results Services (PRS) departments during peak periods as required.
- Any other duties commensurate with the grade of the post.

Person Specification	
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Job title:	Despatch Assistant
Department:	Operations 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	
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Highly desirable

- Good verbal and written communication skills
- Organisational skills, including good time management
- Highly accurate with attention to detail
- Be flexible and adaptable with the ability to multi-task
- Ability to work under pressure to meet goals and deadlines
- Pro-active approach with the ability to work unsupervised
- Ability to cooperate with others and be an active member of a team
- Understand the importance, and maintain high levels, of confidentiality

Desirable

- Welsh language skills

Knowledge	
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Highly desirable

- Awareness of Health and Safety at work regulations

Experience	
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Highly desirable

- Working with Warehouse management systems

Desirable

- Forklift truck operating licence

Training / Qualifications	
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Other Requirements	
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Highly desirable

- Computer literacy, basic Microsoft Word, Outlook and Excel

Telerau ac Amodau Gwasanaeth		Terms and Conditions of Service	
Teitl y Swydd: Job Title:	Cynorthwy-ydd Dosbarthu/ Despatch Assistant		
Cyflog: Salary:	£21,135 - £21,492 per annum pro rata	Gradd: Grade:	2
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 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 31/05/2024	
<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:	
<p>Dylid anfon ffurflenni wedi'u llenwi ar e-bost at ad@cbac.co.uk neu eu postio i'r Uned Adnoddau Dynol, CBAC, 245 Rhodfa'r Gorllewin, Caerdydd. CF5 1YX erbyn 21/03/2024.</p> <p>Completed forms should be sent by email to hr@wjec.co.uk or returned by post to the Human Resources Unit, WJEC, 245 Western Avenue, Cardiff. CF5 2YX by 21/03/2024</p>			