

## WJEC Summer 2025 Temp Scheme Senior Assistants (Operations)

We are looking for 2 Senior Assistants (Operations) to support the effective delivery of our 2025 Summer Exam series.

**2x Full-time (36.5 hours), Temporary/ Fixed Term to 26 September 2025**  
**Salary: £12.13 yr awr / £23,031 per annum (pro rata)**

This is a great entry level opportunity for anyone interested in joining the education sector, or seeking administrative experience to enhance their CV.

On a day-to-day basis, they will be responsible for managing small teams of temporary staff, ensuring all exam scripts are accurately recorded, completing data entry and checking exam marks against online records. As such, we are looking for people who have great attention to detail and can work effectively under pressure.

Previous experience is not essential as full training will be provided, however administrative or data entry experience is beneficial.

**If you have good time keeping skills and like communicating with others, we would love to hear from you.**

**To apply:**

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

**Closing Date: 23:59; Sunday 30 March 2025**

*Due to the high number of posts available, we reserve the right to close vacancies early, subject to a minimum of 24h notice, should sufficient applications be received.*

If you have any questions about the roles available, please contact [hr@wjec.co.uk](mailto:hr@wjec.co.uk).

**IMPORTANT NOTE:** Unfortunately, due to the nature of the work to be undertaken, applicants who have close family or friends who have recently taken WJEC qualifications, will not be eligible for the summer temp scheme.

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Temporary Senior Assistant (Operations)</b>
<b>Grade:</b>	3
<b>Location:</b>	WJEC Offices, Treforest
<b>Main purpose of Job:</b>	

To supervise a small team of temporary staff ensuring that the accuracy and efficiency of script processing for scripts that are processed electronically, and paper copies.

To provide administrative support for the script checking and Enquiries About Results processes to ensure that applications for Post Results Services (PRS) are able to completed in a timely, quality orientated manner.

**Due to the nature of the work to be undertaken, applicants with close family who have recently taken WJEC examinations will not be eligible for employment.**

### Principal Duties and Responsibilities:

#### Processing of Examination scripts

- To complete administration requirements as required to ensure an effective PRS period.
- To manage small teams of temporary staff in processes such as booking in of scripts, printout checking, script checking.
- To assist in processes such as mark processing, white mail, and unscannable scripts.
- To sample check work and deal with any queries raised by the team members.
- To work with permanent staff to manage the efficiency and quality of work completed by the smaller temporary staff teams.
- To assist in the filing / extraction of scripts (e.g. for archiving, borderlining, disposal etc).

#### Post Results Services (PRS)

- To assist in the extraction, checking and scanning of scripts to examiners.
- Processing and approving mark changes, and issuing response outcomes to centres
- Photocopying / scanning as required.
- Support all other activities within the PRS function to ensure an effective and timely delivery of a PRS period.

#### Other

- To complete any additional tasks or duties as required commensurate with job grade and duties. The role may be in one or more areas of the script checking process.

- 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.

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## Person Specification

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**Job Title:** Temporary Senior Assistant (Operations)

**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.

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## Skills and Abilities

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### Highly desirable

- Administrative skills.
- Numeracy and literacy skills.
- Communication skills (oral and written).
- Legible written skills.
- Organisational skills.
- IT skills.
- Ability to work on own initiative.
- Ability to work as part of a team.
- Ability to work with accuracy paying attention to detail.
- Ability to carry out routine work.
- Ability to meet deadlines.
- Ability to work under pressure.

### Desirable

- The ability to communicate effectively orally and in writing through the medium of Welsh.

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## Knowledge

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### Desirable

- Knowledge of examination procedures.

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## Experience

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### Highly desirable

- Supervisory experience.
- Administrative experience.

### Desirable

- Experience of dealing with telephone queries.

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## Training / Qualifications

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### Highly desirable

- GCSE English and Mathematics.
- IT skills: Microsoft Word, Access and Excel.
- IT skills: Ability in the use of bespoke packages.

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## Other Requirements

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### Highly desirable

- Ability to work in a confidential manner.

Telerau ac Amodau Gwasanaeth		Terms and Conditions of Service	
<b>Teitl y Swydd / Job Title:</b>	Uwch Gynorthwydd (Gweithrediadau) / Senior Assistant (Operations)		
<b>Cyflog / Salary:</b>	£12.13 yr awr / per hour £23,031 y flwyddyn / per annum (pro rata)	<b>Gradd / Grade:</b>	3
	<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>		
<b>Gwyliau Blynyddol / Annual Leave:</b>	25 diwrnod y flwyddyn pro rata. (Mae hyn yn cyfateb i 2.08 diwrnod yn cronni'n fisol.) <i>Os cymerir mwy o ddyddiau o wyliau blynyddol na'r hyn sy'n cael ei gronni, addasir eich cyflog terfynol i ystyried y dyddiau hyn.</i>		
	25 days per annum pro rata. (This amounts to 2.08 days accrued on a monthly basis.) <i>In the event that more annual leave days are taken than have been accrued, an adjustment will be made from your final salary to take account of these days.</i>		
<b>Pensiwn / Pension:</b>	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol. / The provision of the Local Government Superannuation Act apply.		
<b>Math o Gytundeb:</b>		<b>Contract Type:</b>	
Cyflogaeth dros dro yw hon wedi'i lleoli yn <b>CBAC</b> , i gynorthwyo â'r gwaith o ymdrin ag arholiadau haf. Cyflogaeth dros gyfnod o 10-16 wythnos yw hon.			
The employment will be for a temporary period based at <b>WJEC</b> , to provide assistance in dealing with the summer examinations. The employment will be for a 10-16 week period.			
<input type="checkbox"/>	Llawn-amser / Full-time	<b>Nifer yr oriau'r wythnos / No. of hrs per week</b>	
<input type="checkbox"/>	Rhan-amser / Part-time	<b>Diwedd y Tymor / End of Term</b>	26 Medi / September 2025
<input checked="" type="checkbox"/>	Llawn-amser Tymor Cyfyngedig / Full-time, Limited Term	<b>Diwedd y Tymor / End of Term</b>	
<input type="checkbox"/>	Rhan-amser Tymor Cyfyngedig / Part-time Limited Term	<b>Nifer yr oriau'r wythnos / No. of hrs per week</b>	36.5
<b>Dull Ymgeisio:</b>		<b>Method of Application:</b>	
Llenwch y <a href="#">ffurflen gais fer ar-lein hon</a> ac anfonwch gopi o'ch CV i <a href="mailto:AD@cbac.co.uk">AD@cbac.co.uk</a> erbyn <b>23:59; dydd Gwener 30 Mai 2025.</b>			
Simply complete <a href="#">this short online application form</a> and send <a href="mailto:HR@wjec.co.uk">HR@wjec.co.uk</a> a copy of your CV by <b>23:59; Friday 30 May 2025.</b>			