

Accessible Assessment Materials Officer

Salary: £30,528 - £32,217 per annum pro rata (Grade 5)

Contract type: Full-time; Fixed term until 31 July 2027

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:

The post holder will support in the co-ordination of all processes and procedures concerning the development of English and Welsh versions of modified assessment materials. They will support the sourcing of appropriate copyright in liaison with teams across Assessment Materials Unit (AMU). A key element of the role will be being part of a team of individuals supporting the upload of materials to WJEC's secure portal.

The person:

To thrive in this role, the post holder will have good organisational skills and an aptitude for co-ordination. They will be flexible, adaptable, like variety within their work and will be used to working across multiple disciplines. They will have strong interpersonal skills and enjoy communicating with a diverse range of people. Candidates will also have a proven track record of working within a high-pressured environment and responding to strict deadlines.

Our benefits:

WJEC is a welcoming and supportive organisation, which is proud to offer a range of generous employee benefits including: 25 days annual leave a year (plus 16 statutory/ additional days), training and development opportunities including free Welsh language courses, and a good pension scheme.

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: 23:59, Sunday 04 October 2026

JOB DESCRIPTION

Job Title:	Accessible Assessment Materials Officer
Department:	Assessment Materials Unit
Section:	Operations Directorate
Responsible to:	Accessible Assessment Materials Team Leader
Grade:	5
Location:	Onsite (Treforest) and Hybrid
Main purpose of Job:	

The Accessible Assessment Materials Officer will support in the co-ordination of all processes and procedures concerning the development of English and Welsh versions of modified assessment materials, including the provision of audio, audio/visual and electronic files.

The post holder will support the acquisition of appropriate copyright permissions in relation to our assessment materials working with teams across Assessment Materials Unit (AMU), the Head of AMU and Team Leader Planning & Scheduling – AMU.

The post holder will also contribute to the work of a wider team of individuals who upload electronic files, including confidential materials, to WJEC's secure platform, Portal.

Principal Duties and Responsibilities:

Accessible Assessment Materials Process

- To assist with the production of English and Welsh modified versions of all assessment materials for all qualifications, including supporting materials.
- To assist with the proof-reading, collation, and despatch of all modified formats to ensure the timely delivery to centres.
- To liaise with range of external agencies and modifiers.
- To act as back up for the retrieval of Access Arrangements Online (AAO) orders made by centres for modified versions of assessment materials.
- To maintain accurate records of all assessment material production stages, updating the Question Paper Management System (QPMS) and SeQure as appropriate for modified versions
- To monitor the modified papers inbox and ensure timely responses to centre queries.
- To monitor the MLP (Modified Language Papers) inbox and ensure timely responses to external suppliers and internal customers where required and use the information to update management systems.

Copyright Process

- To manage the acquisition of copyright resources used in assessments following the defined process – gathering data and collating copyright requirements, procuring images and liaising with appropriate personnel to ensure compliance with Copyright Law.
- To escalate issues when copyright is not granted, seeking advice from Head of AMU or Team Leader Planning & Scheduling - AMO to resolve the issue, or direct the assessment teams to consider alternative resources.
- To produce and maintain a copyright catalogue ensuring that sources are appropriately acknowledged and published at the appropriate time.
- To be the key point of contact for copyright related issues and queries in AMU.
- To always maintain the confidentiality of assessment materials and to declare any conflicts of interest to the Accessible Assessment Materials Team Leader or the Head of Assessment Materials Unit as appropriate.

Portal Process

- To monitor the secure upload inbox and ensure actions are completed or issues escalated as appropriate.
- To work with the upload team, uploading materials to Portal according to the agreed schedule. This may require working across teams, for example liaising with Series Delivery, IT and Domains as appropriate.
- To fulfil other duties as appropriate to the post.

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 Officer
Department:	Assessment Materials Unit

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

- Organisational skills, including good time management
- Good verbal and written communication skills
- Ability to work and make decisions independently
- Highly accurate with attention to detail
- Ability to work under pressure to meet goals and deadlines
- Be flexible and adaptable with the ability to multi-task
- Ability to work collaboratively with others and be an active member of a team
- Ability to problem solve, providing effective solutions where required
- Computer literacy skills (Microsoft packages)

Desirable

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

Knowledge

Highly desirable

- Understand the importance of, and ability to maintain high levels of confidentiality
- Understanding and application of copyright law

Experience

Highly desirable

- A good level of administrative experience including experience proofreading
- Experience of working within examinations administration
- Experience working with copyright

Desirable

- Experience of dealing with external organisations

Training / Qualifications

Highly desirable

- Educated to A level standard/equivalent or equivalent demonstrable experience for the role

Desirable

- Training or qualifications in the use of Microsoft programmes

Telerau ac Amodau Gwasanaeth / Terms and Conditions of Service

Teitl y Swydd / <i>Job Title:</i>	Swyddog Deunyddiau Asesu Hygyrch / <i>Accessible Assessment Materials Officer</i>		
Cyflog / <i>Salary:</i>	£30,528 - £32,217 y flwyddyn (pro-rata lle y bo'n gymwys / <i>£30,528 - £32,217 per annum (pro-rata where relevant)</i>	Gradd / <i>Grade:</i>	5
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:	
☒ Llawm-amser / Full-time		☐ Parhaol / Permanent	
☐ Rhan-amser / Part-time		☒ Tymor penodol / Fixed-term	
Nifer yr oriau yr wythnos / <i>No. of hrs per week:</i> 36.5		Dyddiad gorffen arfaethedig / <i>Planned end date:</i> 31 Gorffennaf 2027 / <i>31 July 2027</i>	
		Rheswm dros y cyfnod penodol / <i>Reason for fixed-term:</i> Llenwi Swydd / <i>Backfill</i>	
Arall / Other:			
Cyfnodau prysur llwyth gwaith / <i>Workload Peaks:</i>		Amh / <i>N/A</i>	
Dull Ymgeisio / Method of Application:			
Dylid anfon ffurflenni wedi'u llenwi ar e-bost at AD@cbac.co.uk erbyn 23:59, dydd Sul 04 Hydref 2026. Completed forms should be sent by email to HR@wjec.co.uk by 23:59, Sunday 04 October 2026.			