

Proofreader (Welsh medium)

Salary: £25,245 - £27,960 per annum (Grade 4)

Contract type: Full-time, Fixed Term until 31 August 2026

WJEC is welcoming applications for a Proofreader to join our Assessment Materials Unit.

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 role-holder plays an important support role to the Assessment Materials Unit. You'll have responsibility for: proof-checking first proofs of assessment materials, the review and annotation of digital copies of assessment materials using house styles and ensuring revisions are checked promptly and accurately to ensure consistency.

About you

We are seeking an organised, meticulous and enthusiastic individual who has a good eye for detail. You'll be bilingual (Welsh and English) and have the ability to proofread Welsh-medium materials accurately and efficiently.

Benefits

We offer a range of excellent benefits and take pride in being an inclusive and supportive place to work. Highlights include: 25 days annual leave per year (in addition to 16 statutory / additional holidays), a competitive pension scheme and numerous family friendly policies.

We operate 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.

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.

Closing date: 23:59, Wednesday 20 August 2025

JOB DESCRIPTION

Job Title:	Proofreader (Welsh medium)
Department:	Operations Directorate
Section:	Assessment Materials Unit
Responsible to:	Team Leader (Proofreading Team)
Grade:	4
Location:	Treforest
Main purpose of Job:	

The purpose of the role is to check a range of assessment materials predominantly in the Welsh and English language to ensure accuracy and consistency.

Principal Duties and Responsibilities:

1. To be responsible for proof checking assessment materials for spelling mistakes, typographical errors, errors in punctuation, grammatical errors, and ensuring that house styles are maintained. Assessment materials are supplied in the following languages: English, Welsh, French, German, Spanish, and Latin (it is not expected for the post-holder to be fluent in each foreign language).
2. To identify areas of inconsistency of language and application of accessibility standards to all assessment materials.
3. To ensure that all assessment materials, including artwork etc., have been set according to the examiners' instructions.
4. To review and annotate assessment materials digitally, returning them to appropriate Document Designer / Graphic Artist / Assessment Materials Officer.
5. To ensure that all revisions are checked and that any requested corrections / additions / amendments have been carried out accurately by the origination team, completing the appropriate check sheets as required.
6. To maintain accurate records of all assessment materials going through proofreading stages, updating the management system (currently QPMS) as appropriate.
7. To always maintain the confidentiality of assessment materials and to declare any conflicts of interest to the Team Leader (Proofreading Team) or the Head of Assessment Materials Unit as appropriate.
8. To work within the departmental quality procedures as defined by the Team Leader (Proofreading Team).
9. To proofread a range of assessment materials across various levels.
10. To fulfil other duties as appropriate to the post and as determined by the Team Leader (Proofreading Team).

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	
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Department:	Operations Directorate
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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 include potential for growth and development into the role.

Skills and Abilities	
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Essential

- Excellent Welsh language skills (written and oral)

Highly desirable

- Ability to proofread quickly and efficiently
- Ability to annotate materials using correct techniques in Adobe
- Ability to cooperate with others and be an active member of a team
- Highly accurate with attention to detail
- Ability to work under pressure to meet goals and deadlines
- Understand the importance, and maintain high levels, of confidentiality
- Organisational skills, including good time management

Desirable

- Ability to proofread in more than one language

Knowledge	
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Highly desirable

- Proficiency in using common IT packages (e.g. Microsoft Office / Adobe)
- Knowledge of proofreading techniques

Experience	
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Highly desirable

- Experience of proofreading

Training / Qualifications	
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Highly desirable

- Educated to NVQ2/ GCSE level A-C or equivalent

Desirable

- Qualification in proofreading

Other Requirements	
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Highly desirable

- Flexible and adaptable with the ability to multi-task

Telerau ac Amodau Gwasanaeth		Terms and Conditions of Service	
Teitl y Swydd / Job Title:	Prawfddarlennydd (cyfrwng Cymraeg) / Proofreader (Welsh medium)		
Cyflog / Salary:	£25,245 - £27,960 y flwyddyn / per annum	Gradd / Grade:	4
Gwyliau Blynnyddol / Annual Leave:	25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol / ychwanegol o wyliau yn ogystal ar hyn o bryd. Pro rata. 25 Days per annum. In addition, WJEC currently allows 16 statutory / additional holidays. Pro rata.		
Pensiwn / Pension:	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol. The provision of the Local Government Superannuation Act apply.		
Math o Gytundeb:		Contract Type:	
☐ Llawn amser / Full-time ☐ Rhan amser / Part-time ☒ Llawn amser, Tymor Cyfyngedig / Full-time, Limited Term ☐ Rhan amser, Tymor Cyfyngedig / Part-time, Limited Term		Nifer yr oriau yr wythnos / No. of hrs per week Diwedd y Tymor / End of Term 31 Awst / August 2026 Diwedd y Tymor / End of Term / / Nifer yr oriau yr wythnos / No. of hrs per week 36.5	
Dull Ymgeisio:		Method of Application:	
Dylid anfon ffurflenni wedi'u llenwi ar e-bost at AD@cbac.co.uk erbyn 23:59, dydd Mercher 20 Awst 2025 . Completed forms should be sent by email to HR@wjec.co.uk by 23:59, Wednesday 20 August 2025 .			