

## 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 a copy of your CV.

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

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If you have any questions about the roles available, please contact <a href="https://example.co.uk">https://example.co.uk</a>.

## JOB DESCRIPTION

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

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.

Author: Line Manager & HR Version: January 2025

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

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.

Author: Line Manager & HR Version: January 2025

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