



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)

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

To apply:

Closing Date: 23:59; Sunday 30 March 2025

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JOB DESCRIPTION

Job Title:	Temporary Senior Assistant (Operations)
Grade:	
Location:	
Main purpose of Job:	

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

Telerau ac Amodau Gwasanaeth

Terms and Conditions of Service

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Job Title:

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Salary:

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Grade: