



Working in our Western Avenue offices, Administrative Assistants are a key support to us during the busy Summer examination series.

Role-holders will be placed in one of several departments but will always join friendly and supportive teams and are expected to provide administrative help under their supervision. Duties will be varied and range from scanning/photocopying and collating/distributing documents to assisting with phone enquiries. We're keen to hear from people who like working in a team, have good IT skills and have good planning/organisational skills.

Whilst administrative experience would be advantageous, it is not essential as full training will be provided. This is a great entry level role which allows you to learn more about the education sector and open the door to new opportunities; several of our employees started working with us via this scheme, so it can lead to a long and rewarding career with WJEC.

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

*Due to the high number of posts available, we are considering applications as they are received, on a rolling basis. We hope to be accepting applications through to 30 May 2025, but we reserve the right to close the vacancy 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)

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.



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.

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	Administrative Assistant
	Various

Highly Desirable criteria are the minimum 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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A team player, who gets on well with others and has a collaborative and flexible approach to work  
Good written and verbal communication skills  
The ability to undertake routine or repetitive work but maintain accuracy and attention to detail.  
Good time-keeping, with the ability to plan and organise their work to meet deadlines set by their manager.  
The ability to use an array of IT packages (Outlook, Teams, Word, Excel, Apple Macs)  
Numeracy skills to support data-checking and data-entry tasks.

Welsh language skills

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Experience of working within a customer focussed or office environment  
Administrative experience

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Proofreading skills

