

WJEC Summer 2024 Temp Scheme

We are looking for Clerical Assistants and Administrative Assistants to support the effective delivery of our 2024 Summer Exam series.

Administrative Assistants

Full-time (36.5 hours), Temporary / Fixed Term (lengths of contract vary up to August 2024).
Salary: £11.14 per hour / £21,135 per annum (pro rata, if applicable)

We have a number of roles available, starting from mid-April 2024 available. Whilst most of the roles we have available are full-time, part-time hours will also be considered.

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 or proof-reading/formatting documents. We're keen to hear from people who like working in a team, have good IT skills and have good planning/organisational skills.

As a more senior role to the clerical assistant position, we ask candidates to have some experience undertaking administrative tasks if they're considering applying. This is a great 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.

To apply:

Simply complete [this short online application form](#) and send 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 31 May 2024, but we reserve the right to close the vacancy subject to a minimum of 24h notice, should sufficient applications be received.

Closing Date: 31 May 2024

If you have any questions about the roles available, please contact hr@wjec.co.uk

IMPORTANT NOTE: 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.

JOB DESCRIPTION

Job title	Temporary Administrative Assistant
Department:	Various
Section:	Various
Responsible to:	Line Manager
Grade:	2
Location:	Cardiff
Main purpose of Job:	

The post holder will carry out certain specific administrative duties within the section.

Principal Duties and Responsibilities:

Communication and Customer Service

Under direction/support from your line manager:

- To communicate politely and effectively with a range of individuals (internal and external), providing responses to common queries and/or escalating in a timely and professional manner.
- To make and receive calls internally and externally relating to common enquiries, liaising with other departments and escalating uncommon or complex queries.
- To build and maintain effective working relationships with other departments of WJEC, working collaboratively to achieve joint aims.
- Providing administrative support to departmental projects (for example, producing written documentation or undertaking information gathering/data-collection)

Administrative:

- To undertake a variety of administrative tasks in support of the department including:
 - Assisting in the large-scale production and distribution of an extensive range of materials to customers, both electronically and in paper format.
 - Assisting in the safe distribution of confidential and/or sensitive information and undertake redacting of documents when required.
- To help maintain departmental databases and be able to obtain information from an array of databases and systems.
- To use Microsoft Office packages to support the production or formatting of documents
- To process applications or requests for information from a range of stakeholders, in line with WJEC policy and practices
- To undertake filing of documents (electronic and paper), in line with local retention policies
- To assist with travel/accommodation requests from customers.

In addition:

- To work closely with other departments in WJEC in support of team objectives.
- To understand the importance of confidentiality and adhere to best practice principles when working with confidential data.
- To abide by WJEC processes and procedures, including IT security, Health & Safety and Equality, Diversity & Inclusion.
- To undertake other duties which are not included above but are consistent with the role.

Person Specification

Job title:	Administrative Assistant
Department:	Various

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

- 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.

Desirable

- Welsh language skills

Experience

Highly Desirable

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

Training / Qualifications

Highly desirable

- N/A

Desirable

- Proofreading skills

Telerau ac Amodau Gwasanaeth**Terms and Conditions of Service****Teitl y Swydd/
Job Title:**

Cynorthwydd Gweinyddol Dros Dro / Temporary Administrative Assistant

**Cyflog/
Salary:**

£11.14 yr awr / per hour

**Gradd/
Grade:**

2

**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, the 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'r wythnos
No. of hrs per week****Diwedd y Tymor
End of Term****Diwedd y Tymor
End of Term****Nifer yr oriau'r wythnos
No. of hrs per week**Amcangyfrif / Estimated:
31 Gorffennaf / July 2024**Dull Ymgeisio:****Method of Application:**Anfonwch e-bost at AD@cbac.co.uk os oes gennych unrhyw gwestiynau am y rôl hon.**I ymgeisio:**Cwblhewch y [ffurflen gais ar-lein fer hon](#) ac anfonwch gopi o'ch CV at AD@cbac.co.uk.If you have any questions about the role please email HR@wjec.co.uk**To apply:**Simply complete [this short online application form](#) and send HR@wjec.co.uk a copy of your CV.