

WJEC Summer 2025 Temp Scheme

Administrative Assistants

We are looking for Clerical Assistants and Administrative Assistants to support the effective delivery of our 2025 Summer Exam series.

Contract type: Full-time (36.5 hours), Temporary / Fixed Term
(lengths of contract vary up to August 2025)
Salary: £12.00 per hour / £22,776 per annum (pro rata where applicable)

We have a number of roles available, starting from mid-April 2025. 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. 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.

To apply:

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

Closing Date: 23:59; Friday 30 May 2025

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

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: | RLW |
| 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 build and maintain effective working relationships with other departments of WJEC, working collaboratively to achieve joint aims.

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 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 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

| | |
|--------------------|--------------------------|
| 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

Desirable

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

Training / Qualifications

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: | £12.00 yr awr / per hour £22,776 y flwyddyn / per annum (pro rata) <i>Telir taliadau goramser yn unol â chyfraddau gwell cytûn CBAC / Overtime payments will be made in accordance with the agreed enhanced rates of WJEC.</i> | Gradd / Grade: | RLW |
| 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: | |
| <input type="checkbox"/> Llawn amser / Full-time | | Nifer yr oriau yr wythnos / No. of hrs per week | |
| <input type="checkbox"/> Rhan amser / Part-time | | Diwedd y Tymor / End of Term | |
| <input checked="" type="checkbox"/> Llawn amser, Tymor Cyfyngedig / Full-time, Limited Term | | Diwedd y Tymor / End of Term | Amcangyfrif / Estimated: 31 Gorffennaf / July 2025 |
| <input type="checkbox"/> Rhan amser, Tymor Cyfyngedig / Part-time, Limited Term | | Nifer yr oriau yr wythnos / No. of hrs per week | 36.5 |
| Dull Ymgeisio: | | Method of Application: | |
| Llenwch y ffurflen gais fer ar-lein hon ac anfonwch gopi o'ch CV i AD@cbac.co.uk erbyn 23:59; dydd Gwener 30 Mai 2025. | | | |
| Simply complete this short online application form and send HR@wjec.co.uk a copy of your CV by 23:59; Friday 30 May 2025. | | | |