

**JOB DESCRIPTION**

<b>Job title</b>	<b>Temp. Supervisor – script checking</b>
<b>Department:</b>	Trefforest Operations
<b>Section:</b>	PRS
<b>Responsible to:</b>	PRS Team Leader
<b>Grade:</b>	1
<b>Location:</b>	Trefforest

**Main purpose of Job:**

To supervise a small team of temporary staff ensuring that the accuracy and efficiency of script checking is maintained.

To provide administrative support for the Script Checking and Enquiries About Results processes to ensure that applications for PR services are able to completed in a timely, quality orientated manner.

**Principal Duties and Responsibilities:**

**Processing of Examination scripts**

1. To complete administration requirements as required to ensure an effective PRS period
2. To manage small teams of temporary staff in processes such as booking in of scripts, printout checking, script checking
3. To sample check work and deal with any queries raised by the team members
4. To work with permanent staff to manage the efficiency and quality of work completed by the smaller temporary staff teams
5. To assist in the filing / extraction of scripts (e.g. for archiving, borderlining, disposal etc)

**Post Results Services**

1. To assist in the extraction and despatch of scripts to examiners
2. Photocopying / scanning as required
3. Support all other activities within the PRS function to ensure an effective and timely delivery of a PRS period

**Other**

To complete any additional tasks or duties as required commensurate with job grade and duties. The role may be in one or more areas of the script checking process

**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.**

## Person Specification

<b>Job title:</b>	Temporary Supervisors
<b>Department:</b>	PRS

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

- Administrative skills.
- Numeracy and literacy skills.
- Communication skills (oral and written).
- Organisational skills.
- IT skills: Microsoft Word and Excel
- Ability to work on own initiative.
- Ability to work as part of a team.
- Ability to work with accuracy paying attention to detail.
- Ability to carry out routine work.
- Ability to meet deadlines.
- Ability to work under pressure.
- Ability to write clearly (legible handwriting).
- Flexible approach to work

### Desirable

- Welsh language skills.

## Knowledge

### Highly desirable

- Knowledge of examination procedures

## Experience

### Highly desirable

- Previous supervisory experience
- Previous administrative experience.

### Desirable

- Experience of dealing with telephone queries.

## Training / Qualifications

### Highly desirable

- GCSE English and Mathematics

## Other Requirements

### Highly desirable

- Ensure confidentiality is maintained throughout the process.

### Desirable

- Confident to offer up improvement opportunities in process to PRS

**Telerau ac Amodau Gwasanaeth****Terms and Conditions of Service**

**Teitl y Swydd:** Temporary Supervisors  
**Job Title:**

**Cyflog:** £304.73 per week  
**Salary:**

**Gradd:** 1  
**Grade:**

**Gwyliau Blynyddol:** 25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol/ychwanegol o wyliau yn ogystal ar hyn o bryd.

**Annual Leave:** 25 Days per annum. In addition, the WJEC currently allows 16 statutory / additional holidays

**Pensiwn:** Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol

**Pension:** 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 yr wythnos**  
**No of hrs per week**

**Diwedd y Tymor**  
**End of Term**

19 July 2019

**Diwedd y Tymor**  
**End of Term**

**Nifer yr oriau yr wythnos**  
**No of hrs per week**

36.5

**Dull Ymgeisio:****Method of Application:**

Completed forms should be sent by email to [hr@wjec.co.uk](mailto:hr@wjec.co.uk) or returned by post to the Human Resources Unit, WJEC, 245 Western Avenue, Cardiff CF5 2YX by **31 March 2019**.

We will respond to all applicants by 10 April 2019.