

JOB DESCRIPTION

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| Job title | Temporary Clerical Assistants |
| Department: | Various |
| Section: | Various |
| Location: | Western Avenue, Cardiff |
| Main purpose of Job: | |

Each year WJEC employs a number of temporary staff to assist with summer processes leading to the publishing of results. These staff provide general clerical assistance across a range of examinations procedures.

Principal Duties and Responsibilities:

- Using IT systems to check, download and process information
- Assisting full-time staff with clerical checks
- Contacting examiners / schools for information in relation to queries
- Assisting with despatches of information to schools and /or examiners
- Scanning, photocopying and preparation of materials for meetings
- Any other duties as may be assigned from time to time as directed by the line managers

Qualifications, skills and experience required

The posts are suitable for students who are seeking employment, but other applicants who meet the following criteria will also be considered.

- A good standard of education, enabling the individual to grasp and follow procedures and directions quickly
- A good standard of numeracy
- An organised and methodical approach to work
- A willingness to undertake routine and repetitive tasks
- Ability to work quickly, accurately and as part of a team
- Reliability and punctuality
- Familiarity and confidence with using IT packages – e.g. Microsoft Word, Excel and Access
- An ability to speak Welsh is desirable but not essential

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.

Terms and Conditions of Service

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| Job Title: | Temporary Clerical Assistant |
| Period, Location and Conditions of Employment | The employment will be for a temporary period based at WJEC, 245 Western Avenue, Cardiff CF5 2YX to provide assistance in dealing with the Summer 2019 examination processes. The employment will be for a period commencing in April/May 2019, potentially lasting up to approximately 16 weeks. |
| Salary | £15, 846 per annum |
| Hours of work | 36.5 hours per week. WJEC offers a flexible hours working scheme. As a general guide, temporary staff will be expected to work between the hours of 8:30am and 4:30pm, with some flexibility of starting time and finishing time. Lunch break is a minimum of 30 minutes. |
| Annual Leave: | 25 days per annum pro rata. In addition, the WJEC currently allows 16 statutory / additional holidays |
| Method of application: | |
| Completed forms should be sent by email to hr@wjec.co.uk or returned by post to the Human Resources Unit, WJEC, 245 Western Avenue, Cardiff CF5 2YX by 23 April 2019 . | |