

JOB DESCRIPTION

Job title	Temporary Clerk
Department:	Trefforest Operations
Section:	Post Results Services
Location:	Trefforest
Main purpose of Job:	

Each year WJEC employs a number of temporary staff to assist with the processing of GCE and GCSE examination scripts. These staff provide general clerical assistance across a range of examinations procedures.

Principal Duties and Responsibilities:

- On receipt of scripts from examiners, ensuring that all scripts are accurately recorded and filed
- Arithmetical checking of scripts
- Checking script totals against computer records
- Selection of specimen scripts for despatch to chief examiners and team leaders
- Extraction/processing of borderline scripts
- Any other duties as may be assigned from time to time

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 and accurately
- Reliability and punctuality

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

Job Title:	Temporary Clerk
Period, Location and Conditions of Employment	The employment will be for a temporary period based at WJEC, Unit A16/17, Gwaelod y Garth Road, Treforest Industrial Estate, Pontypridd CF37 5XF to provide assistance in dealing with the Summer 2019 examinations. The employment will be for a 4-8 week period commencing in May / June 2019.
Salary	<p>£222.93 per 36.25 hour week aged 18-20 £279.12 per 36.25 hour week aged 21-24 £297.61 per 36.25 hour week aged 25 and over</p> <p>Overtime payments will be made in accordance with the agreed enhanced rates of the WJEC.</p> <p>The above wage rates will apply to the whole of the temporary employment period and will not be amended under any circumstances.</p>
Hours of work	Temporary staff will be required to work from 8.15 a.m. to 4.00 p.m. (including 30 minutes lunch break) Monday – Friday. They will be expected to undertake overtime work in the evenings and weekends when required.
Annual Leave:	25 days per annum pro rata
Method of application:	
<p>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 31 March 2019</p> <p>We will respond to all applicants by 10 April 2019.</p>	