

JOB DESCRIPTION

Job title	Temporary Electronic Processing Assistant
Department:	Trefforest Operations
Section:	PRS
Responsible to:	PRS Coordinator
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 will undertake duties associated with scripts that are processed electronically.

Principal Duties and Responsibilities:

Processing of Examination scripts

1. On receipt of scanned images, assign questions to portion of image.
2. Entering and logging of scripts unable to be scanned into database.
3. Arithmetical checking of scripts
4. Checking script totals against computer records

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

Job title:	Temporary Electronic Processing Assistant
Department:	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).
- IT skills: Microsoft Word, Access and Excel
- IT skills: Ability to grasp use of bespoke packages
- 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

Desirable

- Knowledge of examination procedures

Experience

Desirable

- Previous administrative experience.

Training / Qualifications

Highly desirable

- GCSE English, Mathematics and ICT

Other Requirements

Highly desirable

- Ensure confidentiality is maintained throughout the process.

Desirable

- Confident to offer up improvement opportunities in process to PRS

Terms and Conditions of Service

Job Title:	Temporary Electronic Processing Assistant
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) on five days of the week (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:

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**

We will respond to all applicants by 10 April 2019.