

At WJEC, we contribute to our education communities by providing trusted qualifications and specialist support, to allow our learners the opportunity to reach their full potential. This is a fantastic chance to be part of an organisation that both encourages and enhances the minds of tomorrow.

Working within a friendly, fast-paced environment, this business-critical role will provide general support with the production and despatch of modified assessment materials for the summer 2025 series. The role is hands on and will require excellent attention to detail and organisation skills when working on confidential materials within strict deadlines.

To enjoy this role, you'll be a flexible, enthusiastic and conscientious person, who likes being busy. You'll have an organised and efficient approach to work, alongside a willingness to learn and undertake duties which may be of a repetitive nature.

We offer a range of excellent benefits including a Local Government Pension Scheme, options for flexible working and generous leave entitlements – all within a great team and a culture encouraging



	Assessment Delivery Directorate
	Assessment Materials Unit
	Team Leader (Accessible Assessment Materials)
	RLW
	Treforest

To support the modified papers section ensuring timely delivery of question papers of various formats to centres.
To provide general administrative support to the Assessment M



	Accessible Assessment Materials Support Assistant
	Assessment Delivery Directorate

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.



