

Swydd ddisgrifiad: Cynorthwy-ydd Gweinyddol	
Maes rhaglen / Adran	Celfyddydau Creadigol Coleg Menai
Prif Safle	Parc Menai
Cyflog	£11,046.70 - £11,288.94 y flwyddyn (£24,699.29 - £25,240.92 y flwyddyn llawn amser) Cymorth Busnes Graddfa 3 Pwynt 17 - 20
Math o gytundeb	Parhaol
Telerau'r contract	Ffracsiynol 0.5 am 39 wythnos yn ystod tymor yn unig
Yn atebol i'r	Rheolwr Celfyddydau Creadigol
Pwrpas y swydd	
<p>Mae'r rôl hon o fewn y maes Celf a Dylunio yn yr adran Celfyddydau Creadigol yng Ngholeg Menai. Mae llwyddiant y cyrsiau Celf yn cael ei barchu ledled Cymru a thu hwnt, gyda chyn-fyfyrwyr wedi mynd ymlaen i lwyddiant cenedlaethol a rhyngwladol o fewn y sector Celf.</p> <p>Mae'r swydd wedi'i leoli ar gampws Celf ym Mharc Menai. Mae Campws Newydd Bangor - sydd newydd agor ym mis Medi 2024, ac yn gartref i weddill yr adran Celfyddydau Creadigol - ond ychydig o funudau i ffwrdd. Mae hyn yn golygu bod datblygiadau cyffrous ar y gweill, gyda'r dysgwyr creadigol Coleg Menai i gyd yn agos at ei gilydd.</p> <p>Dyma gyfle gwyhych i ymuno â'n tîm llwyddiannus, deinamig a chefnogol a bydd deilydd y swydd chwarae rhan bwysig wrth ddarparu gwasanaeth gweinyddol/derbynfa i'r adran Celfyddydau Creadigol.</p>	
Prif ddyletswyddau a chyfrifoldebau	
<ol style="list-style-type: none"> 1. Darparu cefnogaeth weinyddol i'r adran. 2. Ymgymryd â dyletswyddau Derbynfa ym Mharc Menai 3. Rhoi cefnogaeth weinyddol gyfrinachol i reolwyr 4. Cymryd cofnodion mewn cyfarfodydd a rhannu'r cofnodion hyn gyda'r bobl berthnasol 5. Cysylltu a chyfathrebu gydag unigolion allanol a mewnol (ar y ffôn, wyneb yn wyneb ac yn electronig) gan sicrhau gwasanaeth amserol, effeithiol a chydlynol. 6. Derbyn a monitro ffioedd cofrestru yn ogystal â ffioedd eraill. Mae hyn yn cynnwys gweithredu til arian parod, dosbarthu'r derbynebau priodol, a chadw cofnod cywir o draddodion ariannol. 7. Cynorthwyo'r Rheolwr Maes Rhaglen gydag amserlenni, a mewnbynnu a monitro'r wybodaeth ar systemau TGCh y coleg. 8. Cynhyrchu anfonebau ar gyfer yr adran, a threfnu taliadau gan ddefnyddio system y coleg. 9. Cefnogi'r rheolwr Maes Rhaglen i fonitro'r cyllidebau o fewn eu hardal, a defnyddio systemau ariannol y coleg i archebu a phrosesu unrhyw geisiadau neu gostau o fewn y maes rhaglen. 10. Cefnogi gyda threfnu a chydlynu gweithgareddau o fewn y maes rhaglen. 11. Darparu cefnogaeth i sicrhau fod y cylch ansawdd yn cael ei weinyddu 12. Cefnogi gyda monitro unrhyw ddata perthnasol sydd yn ofynnol o fewn y maes rhaglen. 13. Cefnogaeth gydag unrhyw dasgau weinyddol a fydd yn ofynnol ar y campws. 	

14. Cefnogi gyda digwyddiadau sydd yn digwydd ar safle megis paratoi ystafelloedd cyfarfod a lluniaeth ar gyfer ymwelwyr masnachol / cynorthwyo gyda Chyfarfodydd rhieni/Nosweithiau Agored ac ati.
15. Llungopïo a threfnu i ddogfennau gael eu dosbarthu fel y bo angen
16. Cadw systemau ffeilio papur ac electronig yn effeithiol
17. Cydymffurfio â deddfwriaeth berthnasol - Diogelu Data, Iechyd a Diogelwch - ym mhob agwedd ar ddyletswyddau deiliad y swydd
18. Ymgymryd ag unrhyw ddyletswyddau eraill ar gais eich Rheolwr Llinell.

Manyleb deiliad y swydd	Hanfodol	Dymunol	Dull asesu
Cymwysterau			
Cymhwyster Lefel 3 perthnasol	X		Ffurflen gais
Cymwysterau Gweinyddol lefel Uwch e.e. HDAP, NVQ, FdA		X	Ffurflen gais
Gwybodaeth a phrofiad			
Profiad perthnasol diweddar o weithio mewn amgylchedd prysur gan gynnwys cyswllt wyneb yn wyneb gyda chwsmeriaid.	X		Ffurflen Gais / Cyfweliad
Gwybodaeth ymarferol o feddalwedd TG yn cynnwys Word, Excel, a defnyddio cronfeydd data	X		Ffurflen Gais / Cyfweliad
Profiad o baratoi a phrosesu anfonebau		X	Ffurflen Gais / Cyfweliad
Yn gallu ymdrin yn effeithiol ag amrywiaeth o randdeiliaid mewnol ac allanol	X		Ffurflen Gais / Cyfweliad
Sgiliau a phriodoleddau			
Sgiliau trefnu da, yn cynnwys y gallu i flaenoriaethu eich llwyth gwaith.	X		Ffurflen Gais / Cyfweliad
Yn cadw at safonau proffesiynol a moesegol uchel	X		Ffurflen Gais / Cyfweliad
Y gallu i weithio'n effeithiol mewn tîm	X		Ffurflen Gais / Cyfweliad
Gofynion ychwanegol			
Y gallu i deithio'n unol â gofynion y swydd	X		Ffurflen Gais / Cyfweliad
Sgiliau Cymraeg			
Ceir manylion llawn am lefelau sgiliau Cymraeg ar: https://www.gllm.ac.uk/cy/jobs			
Dealltwriaeth o'r Gymraeg	Canolradd		Cyfweliad
Gallu i siarad Cymraeg	Canolradd		Cyfweliad
Llythrennedd Cymraeg	Canolradd		Cyfweliad

Cofiwch: bydd ymgeiswyr sy'n dangos eu bod o fewn 1 lefel i fodloni gofynion Sgiliau Cymraeg Hanfodol y swydd hefyd yn cael eu hystyried ar yr amod bod unrhyw swydd a gynigir iddynt yn cynnwys cytundeb dan gontract i ddatblygu eu Sgiliau Cymraeg.

Gofynion gorfodol

Mae'r Grŵp wedi ymrwymo i ddiogelu ac amddiffyn Iechyd a Lles plant, pobl ifanc ac oedolion agored i niwed. Yn unol â Deddf Adsefydlu Troseddwy'r 1974, bydd gofyn i unigolion gael gwiriad manwl gan y Gwasanaeth Datgelu a Gwahardd i gadarnhau eu bod yn addas i weithio mewn amgylchedd addysgol. Bydd tystysgrifau DBS trwy wasanaeth diweddarau'r DBS yn cael eu derbyn yn unol â'r canllawiau a geir yn - <https://www.gov.uk/dbs-update-service>.

O dan adran 8 Deddf Mewnfudo a Lloches 1986, mae'n ofyniad cyfreithiol ar unigolion i ddarparu tystiolaeth ddogfennol sy'n cadarnhau bod ganddynt hawl i weithio yn y Deyrnas Unedig.

Crynodeb o'r telerau a'r amodau

Oriau gwaith	18.5 awr yr wythnos
Wythnosau gwaith	39 wythnos yn ystod tymor yn unig
Gwyliau blynyddol	<ul style="list-style-type: none"> • 28 diwrnod y flwyddyn, yn codi i 32 diwrnod ar ôl pum mlynedd lawn o wasanaeth di-dor (1 Medi i 31 Awst). • Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol. • Hyd at 5 diwrnod effeithlonrwydd / diwrnod y trefnwyd i'r safle fod wedi cau bob blwyddyn, i'w pennu'n flynyddol. • Bydd gan y rhai ar gontractau rhan-amser hawl pro rata i'r hyn a nodir uchod. • Bydd gan y rhai ar gontractau Amser Tymor hawl pro rata i'r hyn a nodir uchod a delir fel rhan o'r cyflog blynyddol.
Pensiwn	Cynllun Pensiwn Llywodraeth Leol (https://www.lgpsmember.org/)
Teithio	<p>Caiff y trefniadau ar gyfer ad-dalu treuliau i aelodau staff sy'n mynd i gostau ychwanegol wrth wneud gwaith swyddogol i Grŵp Llandrillo Menai eu hegluro yn y Polisi Teithio, Cynhaliaeth ac Adleoli.</p> <p>Yn dilyn eu penodiad, bydd gofyn i ymgeiswyr llwyddiannus gwblhau Ffurflen Asesu Gyrwyr ar gyfer Sgrinio Iechyd (os yw'n berthnasol). I gadarnhau bod ganddynt yswiriant at "Ddibenion Busnes", mae'n rhaid i bob gweithiwr sy'n hawlio treuliau am ddefnyddio eu ceir personol gyflwyno copïau o'u tystysgrifau yswiriant i Adran Gyllid y Grŵp bob blwyddyn.</p>
Sgrinio Iechyd	Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.

Job description: Administrative Assistant	
Programme area / Department	Creative Arts, Coleg Menai
Main site	Parc Menai
Salary	£11,046.70 - £11,288.94 per annum (£24,699.29 - £25,240.92 per annum full time) Business Support Scale 3 Points 17 – 20
Contract type	Permanent
Contract terms	Fractional 0.5 for 39 weeks during term time only
Reporting to	Creative Arts Manager
Job purpose	
<p>This role is within the Art and Design field in the Creative Arts department at Coleg Menai. The success of the Art courses is respected throughout Wales and beyond, with former students going on to national and international success within the Art sector.</p> <p>The job is based at the Art campus in Parc Menai. The New Bangor Campus - which has just opened in September 2024, and is home to the rest of the Creative Arts department - is only a few minutes away. This means that exciting developments are underway, with the creative learners of Coleg Menai all close together.</p> <p>This is a great opportunity to join our successful, dynamic and supportive team and the post holder will play an important role in providing an administrative/reception service to the Creative Arts department.</p>	
Main duties and responsibilities	
<ol style="list-style-type: none"> 1. Provides administrative support for the department. 2. Provides receptionist services for Parc Menai. 3. Provides confidential administrative support to managers 4. Taking accurate minutes of meetings and distribution of same to relevant personnel 5. Liaise and communicate with external and internal individuals (by telephone, face-to-face and electronically) ensuring a timely, efficient and co-ordinated service. 6. Receive & monitor registration as well as other fees. This includes operating a cash till, distributing the appropriate receipts, and keeping an accurate record of financial transactions. 7. Support the Programme Area manager with timetables, and inputting & monitoring the information on the college ICT systems. 8. Generate invoices for the department, and arrange payments using college system 9. Support the Programme Area Manager in monitoring the budgets within their area, and use the financial systems of the college to order & process any claims or costs within the programme area. 10. Support with arranging & coordinating activities within the programme area. 11. Provide support in ensuring that the quality cycle is administered 12. Support with monitoring any relevant data that is required within the programme area. 13. Support with any administrative tasks that will be required on campus. 14. Supporting with events that occur onsite such as preparing meeting rooms and refreshments for commercial visitors / assisting with Parents Evenings / Open Evenings etc. 	

15. Photocopies and arranges for distribution of documentation as directed
16. Maintains effective manual and electronic filing systems
17. Ensures compliance with relevant legislation – Data Protection, Health & Safety in all aspects of the post holder's duties
18. Undertake other duties as specified by your Line Manager

Person specification	Essential	Desirable	Assessment method
Qualifications			
Relevant Level 3 qualification	X		Application form
Higher level administrative qualifications e.g. HDAP, NVQ, FdA		X	Application form
Knowledge and experience			
Recent relative administrative experience in a busy environment including face to face contact with customers	X		Application form / Interview
Working knowledge of IT software packages including Word, Excel and using databases	X		Application form / Interview
Experience of preparing and processing invoices		X	Application form / Interview
The ability to deal effectively with a range of internal and external stakeholders.	X		Application form / Interview
Skills and attributes			
Good organisational skills including the ability to prioritise own workload	X		Application form / Interview
Adheres to high professional and ethical standards	X		Application form / Interview
Able to work effectively as part of a team	X		Application form / Interview
Additional requirements			
Able to travel as required to fulfil the requirements of the role	X		Application form / Interview
Welsh language skills			
Full details of the Welsh skill levels can be found at: https://www.gllm.ac.uk/jobs			
Welsh Understanding	Intermediate		Interview
Welsh Speaking	Intermediate		Interview
Welsh Literacy	Intermediate		Interview
Please note: consideration will be given to applicants who indicate that they are within 1 level of meeting the required Welsh skills requirement for the post on the proviso that any offer of employment would include a contractual agreement to develop their Welsh Skills.			

Mandatory requirements

The Grŵp is committed to Safeguarding and protecting the Health and Welfare of children, young people and vulnerable adults. Individuals will be required to complete an Enhanced Disclosure with the Disclosure and Barring Service in accordance with the Rehabilitation of Offenders Act 1974 to ascertain their suitability to work in an educational environment. DBS certificates via the DBS update subscription service will be accepted in accordance with guidance provided - <https://www.gov.uk/dbs-update-service>.

Under section 8 of the Asylum and Immigration Act 1986 individuals are required by law to provide documentary evidence confirming their eligibility to work in the United Kingdom.

Summary of the terms and conditions

Working hours	18.5 hours per week
Working weeks	39 weeks during term time only
Annual leave	<ul style="list-style-type: none"> • 28 days leave per annum, rising to 32 days after 5 full holiday years' continuous service (01 September to 31 August). • All normally observed public holidays, determined annually. • Up to 5 days efficiency closure days per annum, determined annually. • Part Time contracts will receive a pro rata entitlement to the above and is included in the hourly rate paid. • Term Time contracts will receive a pro rata entitlement to the above paid as part of annual salary.
Pension	Local Government Pension Scheme (https://www.lgpsmember.org/)
Travel	<p>Arrangements to reimburse employees who incur additional expense whilst carrying out their official duties on behalf of the Grŵp is outlined in the Travel, Subsistence and Relocation policy.</p> <p>Successful applicants will be required to complete a Drivers Assessment Form for Health screening upon appointment (if applicable). Copies of insurance certificates must be provided to the Grŵp Finance department on an annual basis by all employees claiming mileage expenses for using their own car to confirm that "Business Use" insurance is in place.</p>
Health screening	Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.