

Swydd Ddisgrifiad: Cynorthwydd Gweinyddol	
Maes Rhaglen / Adran	Iechyd a Gofal AB a AU
Prif Safle	Llandrillo yn Rhos a Rhyl
Cyflog	£24,699 - £25,240 y flwyddyn Cymorth Busnes Graddfa 3 Pwynt 17-20
Y Math o Gontract	Parhaol
Telerau'r Contract	Llawn-amser (37 oriau yr wythnos)
Yn atebol i	Rheolwr y Maes Rhaglen
Prif Ddyletswyddau a Chyfrifoldebau	
<ol style="list-style-type: none"> 1. Rhoi cefnogaeth weinyddol gyfrinachol i reolwyr ac i'r Pennaeth Cynorthwyol. 2. Delio â phost sy'n cyrraedd ac sy'n cael ei anfon allan a'i ailgyfeirio fel y bo'n angenrheidiol. 3. Gweithredu fel cyswllt rheng flaen, i mewn ac allan yn ogystal â chysylltu a chyfathrebu gydag unigolion allanol a mewnol (ar y ffôn, wyneb yn wyneb ac yn electronig) gan sicrhau gwasanaeth amserol, effeithiol a chydlynol. 4. Derbyn neu lunio dogfennau yn rheolaidd a'u paratoi i'w dosbarthu drwy ddefnyddio rhaglenni cyfrifiadur - prosesu geiriau a thaenlenni 5. Datblygu a chynnal systemau gwybodaeth gan ddefnyddio systemau TG y coleg a llunio adroddiadau yn ôl y galw. 6. Llungopïo a threfnu i'r dogfennau gael eu dosbarthu. 7. Cadw systemau ffeilio papur ac electronig yn effeithiol. 8. Cynnal dyddiadur y Pennaeth Cynorthwyol a'r rheolwyr perthnasol 9. Cymryd cofnodion mewn cyfarfodydd a rhannu'r cofnodion hyn gyda'r bobl berthnasol 10. Ymgymryd â gwaith gweinyddol ar gyfer cynlluniau recriwtio myfyrwyr ar gyfer yr adrannau dysgu. 11. Cynorthwyo gyda'r gwaith o weinyddu cofnodion cynnydd myfyrwyr 12. Cysylltu â staff mewn sefydliadau eraill yn ôl y galw 13. Gweinyddu cofnodion staff ar gyfer yr adrannau dysgu, gan gynnwys amserlenni staff, cyflogau, absenoldebau. 14. Cadw cofnodion ariannol a llunio adroddiadau o dro i dro ar gais y Pennaeth Cynorthwyol / Rheolwr 15. Delio ag ymwelwyr ar ran y Pennaeth Cynorthwyol a'r rheolwyr perthnasol 16. Ymgymryd ag unrhyw ddyletswyddau eraill, ar gais y rheolwr atebol. 17. Cydymffurfio â deddfwriaeth berthnasol ym mhob agwedd o ddyletswyddau'r deiliad swydd - Diogelu Data, Iechyd a Diogelwch. 18. Unrhyw waith arall sy'n gymesur â'r raddfa gyflog, yn ogystal â sgiliau a galluoedd deiliad y swydd. 19. Dylid nodi bod y Swydd Ddisgrifiad hwn yn cynnwys crynodeb o brif ddyletswyddau a chyfrifoldebau'r swydd a bydd yn cael ei adolygu'n rheolaidd. Gall hyn arwain at newidiadau yn sgil gofynion gweithredol y Grŵp. 	

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
Cymhwyster Lefel 3 perthnasol	X		Ffurflen Gais / Cyfweliad
Yn fodlon ymgymryd â hyfforddiant Cymorth Cyntaf o fewn cyfnod penodol	x		Ffurflen Gais/Cyfweliad
Gwybodaeth a Phrofiad			
O leiaf dair blynedd o brofiad mewn gweinyddu	X		Ffurflen Gais / Cyfweliad
Yn gallu ymdrin yn effeithiol ag amrywiaeth o randdeiliaid allanol a mewnol	X		Ffurflen Gais / Cyfweliad
Yn cadw at safonau proffesiynol a moesegol uchel	X		Ffurflen Gais / Cyfweliad
Yn drefnus iawn ac yn gallu rheoli amser yn effeithiol	X		Ffurflen Gais / Cyfweliad
Yn gallu gweithio'n effeithiol fel rhan o dîm	X		Ffurflen Gais / Cyfweliad
Yn gallu gweithio o'ch pen a'ch pastwn eich hun	X		Ffurflen Gais / Cyfweliad
Profiad o weithio ym maes addysg ôl-16		X	Ffurflen Gais / Cyfweliad
Sgiliau a Phriodweddau			
Sgiliau TG da mewn Word, Excel a defnyddio cronfeydd data	X		Ffurflen Gais / Cyfweliad
Y gallu i gymryd cofnodion cyfarfodydd	X		Ffurflen Gais / Cyfweliad
Gallu cynllunio gwaith a rheoli amser yn effeithiol	X		Ffurflen Gais / Cyfweliad
Gallu cyfathrebu'n effeithiol yn ysgrifenedig yn Saesneg	X		Ffurflen Gais / Cyfweliad
Gallu cefnogi dysgwyr a'u cyfeirio at y staff priodol	X		Ffurflen Gais / Cyfweliad
Gofynion Ychwanegol			
	X		Ffurflen Gais / Cyfweliad)
Sgiliau Cymraeg			
Ceir manylion llawn am lefelau sgiliau Cymraeg yn: https://www.gllm.ac.uk/cy/jobs			
Dealltwriaeth o'r Gymraeg	Cwrteisi leithyddol		Cyfweliad
Yn siarad Cymraeg	Cwrteisi leithyddol		Cyfweliad
Llythrennedd Cymraeg	Cwrteisi leithyddol		Cyfweliad

Noder os gwelwch yn dda - fe roddir ystyriaeth i ymgeiswyr sy'n nodi eu bod o fewn 1 lefel i fodloni'r gofyniad sgiliau Cymraeg gofynnol ar gyfer y swydd ar yr amod y byddai unrhyw gynnig o gyflogaeth yn cynnwys cytundeb cytundebol 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 Troseddwyr 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 GDG trwy wasanaeth diweddarau'r GDG 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	37 awr yr wythnos
Wythnos Waith	52 o wythnosau'r flwyddyn
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 (01 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 ar gau 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, Cynhaliath 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	Health & Care FE & HE
Main site	Rhos on Sea & Rhyl
Salary	£24,699 - £25,240 per annum Business Support Scale 3 Points 17- 20
Contract type	Permanent
Contract terms	Full Time (37 hours per week)
Reporting to	Programme Area Manager
Main duties and responsibilities	
<ol style="list-style-type: none"> 1. Provides confidential administrative support to managers and Assistant Principal. 2. Receives and deals with internal and external mail and redirects as necessary 3. Provides frontline contact, both inbound and outbound, liaise and communicate with external and internal individuals (by telephone, face-to-face and electronically) ensuring a timely, efficient and co-ordinated service. 4. Receives for preparation, or composes routine documents, and prepares for issue, using software packages – word processing and spreadsheets. 5. Develops and maintains information systems using college IT systems and produces reports as requested. 6. Photocopies and arranges for distribution of documentation as directed. 7. Maintains effective manual and electronic filing systems. 8. Maintains diaries of Assistant Principal and relevant managers. 9. Taking accurate minutes of meetings and distribution of same to relevant personnel. 10. Assist in, and carries out the administration for, student recruitment initiatives for the learning departments. 11. Assists with student progression record administration. 12. Liaises with other institutional staff as and when required. 13. Administers staffing records for the learning departments including staff timetables, salaries and staff absence administration. 14. Maintains unit budgetary control records and produces periodical reports as requested by the Assistant Principal / Manager. 15. Acts as an interface with visitors on behalf of Assistant Principal and relevant managers. 16. Undertakes other duties as agreed with line manager. 17. Ensures compliance with relevant legislation – Data Protection, Health & Safety in all aspects of the post holder’s duties. 18. Any other work commensurate with the grade, skills and capabilities of the post and post holder. 19. It should be noted that this Job description provides a summary of the main duties and responsibilities of the post and will be subject to periodic review which may lead to revisions in light of the operational requirements of the Grŵp. 	

Person specification	Essential	Desirable	Assessment method
Qualifications			
Relevant Level 3 qualification	X		Application form / Interview
Willing to undertake First Aid training within a specified period	X		Application form / Interview
Knowledge and experience			
Previous experience in an administrative role	X		Application form / Interview
The ability to deal effectively with a range of internal and external stakeholders.	X		Application form / Interview
Adheres to high professional and ethical standards	X		Application form / Interview
Is well-organised and manages own time effectively	X		Application form / Interview
Able to work effectively as part of a team	X		Application form / Interview
Ability to work on own initiative	X		Application form / Interview
Experience of working in post 16 education		X	Application form / Interview
Skills and attributes			
Well-developed I.T. skills in Word, Excel and using databases	X		Application form / Interview
Ability to take meeting minutes	X		Application form / Interview
Able to plan work and manage time effectively	X		Application form / Interview
Effective written communicator in English	X		Application form / Interview
Ability to support learners and refer to appropriate staff	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	Linguistic courtesy		Interview
Welsh Speaking	Linguistic courtesy		Interview
Welsh Literacy	Linguistic courtesy		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	37 hours per week
Working weeks	52 weeks per year
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. ● 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.