

Swydd ddisgrifiad: Cynorthwy-ydd Gweinyddol	
Maes rhaglen / Adran	Busnes, Celfyddydau, Chwaraeon, Gofal, TG
Prif Safle	Pwllheli neu Dolgellau (fydd disgwyl gweithio ar y ddwy safle yn ôl yr angen)
Cyflog	£21,262.52 - £21,668.11 y flwyddyn (£26,224.12 - £26,724.36 y flwyddyn llawn amser) Cymorth Busnes Graddfa 3 Pwynt 17 - 20
Math o gytundeb	Parhaol
Telerau'r contract	Ffracsiynol 0.8108 (30 awr yr wythnos)
Yn atebol i'r	Rheolwr Maes Rhaglen Busnes, Celfyddydau, Chwaraeon, Gofal, TG.
Pwrpas y swydd	
Mae'r rôl hon o fewn yr adran Busnes, Celfyddydau, Chwaraeon, Gofal a TG yng Ngholeg Meirion Dwyfor gyda chysiau'n cael eu cyflwyno ar gampysau Pwllheli a Dolgellau. Dyma gyfle gwych i ymuno â'n tîm llwyddiannus, deinamig a chefnogol a bydd deiliad y swydd yn chwarae rhan bwysig wrth ddarparu gwasanaeth gweinyddol i'r adran. Bydd yr ymgeisydd llwyddiannus wedi'i leoli naill ai ar gampws Pwllheli neu Ddolgellau ond bydd gofyn iddynt deithio i'r campws arall pan fo angen i gynorthwyo gydag amrywiol weithgareddau megis cyfarfodydd Adrannol, nosweithiau Rhieni, nosweithiau Agored a digwyddiadau eraill.	
Prif ddyletswyddau a chyfrifoldebau	
1. Rhoi cefnogaeth weinyddol gyfrinachol i reolwyr 2. Darparu cefnogaeth weinyddol i staff eraill o fewn yr adran 3. Cymryd cofnodion mewn cyfarfodydd a rhannu'r cofnodion hyn gyda'r bobl berthnasol 4. Cysylltu a chyfathrebu gydag unigolion allanol a mewnol (ar y ffôn, wyneb yn wyneb ac yn electronig) gan sicrhau gwasanaeth amserol, effeithiol a chydlynol. 5. Derbyn a monitro ffioedd cofrestru yn ogystal â ffioedd eraill. Mae hyn yn cynnwys gweithredu til arian parod, dosbarthu'r derbynebâu priodol, a chadw cofnod cywir o draddodion ariannol. 6. Cynorthwyo'r Rheolwr Maes Rhaglen gydag amserlennu cyrsiau ac ystafelloedd, a mewnbynnu a monitro'r wybodaeth ar systemau TGCh y coleg. 7. Cefnogi'r rheolwr Maes Rhaglen i fonitro'r cyllidebau o fewn eu hardal, a defnyddio systemau ariannol y coleg i greu archebion a phrosesu treuliau neu gostau o fewn y maes rhaglen. 8. Cefnogi gyda threfnu a chydlynu gweithgareddau a cyfarfodydd o fewn y maes rhaglen. 9. Darparu cefnogaeth i sicrhau fod y cylch ansawdd yn cael ei weinyddu (e.e. Edrac, trefnu arsylwadau dysgu, Teithiau Dysgu, Adolygiadau Proffesiynol) 10. Cefnogi gyda monitro unrhyw ddata perthnasol sydd yn ofynnol o fewn y maes rhaglen. 11. Cefnogaeth gydag unrhyw dasgau gweinyddol a fydd yn ofynnol ar y campws. 12. Cydlynu gweithgareddau/tripiau o fewn yr adran a sicrhau bod asesiadau risg wedi eu cwblhau 13. Cefnogi a mynychu digwyddiadau sydd yn digwydd ar safleoedd megis paratoi ystafelloedd cyfarfod a lluniaeth ar gyfer ymwelwyr masnachol / cynorthwyo gyda Chyfarfodydd rhieni/Nosweithiau Agored ac ati. 14. Llungopïo a threfnu i ddogfennau gael eu dosbarthu fel y bo angen	

15. Cadw systemau ffeilio papur ac electronig yn effeithiol
16. Cydymffurfio â deddfwriaeth berthnasol - Diogelu Data, Iechyd a Diogelwch - ym mhob agwedd ar ddyletswyddau deiliad y swydd
17. Unrhyw waith arall sy'n gymesur â'r raddfa gyflog, yn ogystal â sgiliau a galluoedd deiliad y swydd.
18. 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
Cymwysterau Gweinyddol lefel Uwch e.e. HDAP, NVQ, FdA		X	Ffurflen gais
Gwybodaeth a phrofiad			
Profiad perthnasol diweddar o weithio mewn amgylchedd prysur	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 gynnigir 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 Troseddwyd 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	30 awr yr wythnos
Wythnosau gwaith	52 wythnos yn ystod tymor yn unig
Gwyliau blynyddol	• 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	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. 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.
Sgrinio Iechyd	Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.

Programme area / Department	Business, Arts, Sport, Care and IT
Main site	Parc Menai
Salary	£21,262.52 - £21,668.11 per annum (£26,224.12 - £26,724.36 per annum full time) Business Support Scale 3 Points 17 – 20
Contract type	Permanent
Contract terms	Fractional 0.8108 (30 hours per week)
Reporting to	Business, Arts, Sport, Care and IT Programme Area Manager
Job purpose	
This role is within the Business, Arts, Sports, Care and IT department at Coleg Meirion Dwyfor with courses delivered at both the Pwllheli and Dolgellau campuses. 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 service to the department. The successful applicant will be based at either the Pwllheli or Dolgellau campus but will be required to travel to the other campus when required to assist with various activities such as Departmental meetings, Parents evenings, Open evenings and other events.	
Main duties and responsibilities	
1. Provides confidential administrative support to managers 2. Provides administrative support for other staff within the department. 3. Taking accurate minutes of meetings and distribution of same to relevant personnel 4. Liaise and communicate with external and internal individuals (by telephone, face-to-face and electronically) ensuring a timely, efficient and co-ordinated service. 5. 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. 6. Support the Programme Area manager with course timetables and rooms, and inputting & monitoring the information on the college ICT systems. 7. Support the Programme Area Manager in monitoring the budgets within their area, and use the financial systems of the college to create orders & process any expenses claims or costs within the programme area. 8. Support with arranging & coordinating activities and meetings within the programme area. 9. Provide support in ensuring that the quality cycle is administered (e.g. Edrac, organising learning observations, Learning walks, Professional Reviews) 10. Support with monitoring any relevant data that is required within the programme area. 11. Support with any administrative tasks that will be required on campus. 12. Co-ordinate activities/trips within the department and ensure that risk assessments are completed. 13. Supporting and attending events that occur on sites such as preparing meeting rooms and refreshments for commercial visitors / assisting with Parents Evenings / Open Evenings etc. 14. Photocopies and arranges for distribution of documentation as directed 15. Maintains effective manual and electronic filing systems 16. Ensures compliance with relevant legislation – Data Protection, Health & Safety in all aspects of the post holder's duties	

17. Any other work commensurate with the grade, skills and capabilities of the post and post holder.

18. 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
Higher level administrative qualifications e.g. HDAP, NVQ, FdA		X	Application form
Knowledge and experience			
Recent relative administrative experience in a busy environment	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	30 hours per week
Working weeks	52 weeks during term time only
Annual leave	• 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	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. 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.
Health screening	Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.