

## **SWYDD DDISGRIFIAD**

**SWYDD: CYNORTHWYDD GWEINYDDOL**

**STATWS: LLAWN AMSER – 37 AWR YR WYTHNOS  
PARHAOL**

**GRADDFA: GRADDFA 3 PWYNTIAU 17 - 20  
£19,636 – £21,027 Y FLWYDDYN**

**LLEOLIAD: ABERGELE**

### **YN ATEBOL I'R:**

Rheolwr Arweiniol Prentisiaethau a Dysgu Seiliedig ar Waith

### **PRIF BWRPAS**

Darparu cefnogaeth weinyddol gyfrinachol i'r Meysydd Rhaglen Dysgu Seiliedig ar Waith.

### **PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU:**

1. Datblygu a chynnal systemau a threfnau monitro'r canlynol, gan weithio'n agos gyda'r tîm rheoli:
  - a) amserlenni, hawliadau cyflog a chyllideb staff rhan-amser
  - b) ceisiadau staff am dâl goramser, a cheisiadau a chofnodion toil
  - c) cyllidebau ar gyfer nwyddau traul
  - d) trefnu cyfarfodydd a chymryd cofnodion
  - e) trefnu a phrosesu arsylwadau ac arfarniadau
  - f) archebu offer a chyfarpar ayyb a chofnodi hynny'n briodol
  - g) cynorthwyo i gasglu deunyddiau marchnata
  - h) cynorthwyo i drefnu digwyddiadau, rhai rheolaidd a digwyddiadau unigryw  
archebu ystafelloedd
  - i) gwaith cysylltu sydd ynghlwm â chyfarfodydd/partneriaethau mewnol ac allanol

- j) casglu taflenni amser staff ar gyfer prosiectau penodol
  - k) Cofresgru dysgwyr gyda chyrff dyfarnu yn ôl yr angen
2. Cadw cofnodion cyfredol o fanylion staff llawn amser a rhan-amser, yn cynnwys ffurflenni cais, sesiynau cynefino, yr adolygiad 3 mis a chofnodion cyfnod prawf, cofnodion gwerthuso a datblygiad staff.
  3. Datblygu a chynnal systemau ffeilio amrywiol, a sicrhau y gall y gweithwyr priodol gael gafael ar wybodaeth yn rhwydd.
  4. Bod yn gyswllt rheng flaen â chwsmeriaid allanol posibl ac â chwsmeriaid cyfredol, rhieni, myfyrwyr, ac eraill, a delio â chyfathrebiadau mewnol.
  5. Trefnu a chofnodi cyfarfodydd ar gais y tîm rheoli.
  6. Ymdrin â'r holl bost a dderbynnir yn y maes rhaglen ac a anfonir o'r meysydd rhaglen, a sicrhau ei fod yn cael ei ddsbarthu'n ddiymdroi ac yn effeithlon.
  7. Sicrhau fod cysylltiadau cyfathrebu effeithiol yn cael eu cynnal gyda'r dderbynfa/adran weinyddol a staff y gofrestrfa.
  8. Sicrhau bod ethos dwyieithog ac amlddiwylliannol y Coleg yn cael ei gynnal a'i ddatblygu drwy gyfrwng negeseuon ac adnoddau.
  9. Rheoli dyddiaduron ac apwyntiadau'r tîm rheoli, a threfnu bod rheolwr ar ddyletswydd yn ystod gwyliau.
  10. Cynorthwyo gyda gweithgareddau marchnata a recriwtio'r Coleg, a chymryd rhan mewn dyddiau/nosweithiau agored, digwyddiadau recriwtio ac ati.
  11. Cyflawni dyletswyddau eraill perthnasol ar gais y Pennaeth Cynorthwyol neu reolwr perthnasol.

## **MANYLEB DEILIAD Y SWYDD:**

### **Nodweddion Hanfodol:**

1. Cymhwyster perthnasol, Lefel 3 o leiaf.
2. Profiad yn y canlynol:
  - a) Pecynnau Microsoft Office, yn cynnwys Word ac Excel
  - b) Sgiliau Bysellu
  - c) Windows 8
  - d) Systemau Gwybodaeth Reoli
  - e) Gwasanaeth i Gwsmeriaid
  - f) Gweinyddu swyddfa
  - g) Y Rhynggrwyd ac e-bost
3. Y gallu i weithio dan bwysau ac yn unol ag amserlen.
4. Y gallu i weithio'n annibynnol ac i gymryd cyfrifoldeb am flaenoriaethu llwyth gwaith personol.
5. Y gallu i barchu cyfrinachedd ac ymddwyn yn broffesiynol ym mhob agwedd o'r gwaith.
6. Sgiliau trefnu da
7. Gallu i gymryd cofnodion cyfarfodydd
8. Sgiliau cyfathrebu da, hyblygrwydd a sgiliau rhyngpersonol da.
9. Addysg gyffredinol o safon.
10. Gallu yn y Gymraeg:
  - Yn gallu deall y rhan fwyaf o sgysiau rhagweladwy, bob dydd gyda staff a dysgwyr.
  - Yn gallu cymryd rhan mewn sgysiau syml gyda staff a dysgwyr.
  - Yn gallu ymateb yn briodol i gyfarwyddiadau a cheisiadau syml, wyneb yn wyneb a thros y ffôn.
  - Yn gallu darllen testunau safonol a rhagweladwy, fel llythyrau ac e-byst.
  - Yn gallu ysgrifennu e-byst a nodiadau anffurfiol syml e.e.
    - Informal emails
    - Standard forms

## **Nodweddion Dymunol:**

1. Y gallu i ddefnyddio PowerPoint a phecynnau TG eraill e.e. pecyn cyhoeddi bwrdd gwaith - gellir trefnu hyfforddiant i ymgeisydd addas.
2. Y gallu i gyfathrebu'n effeithiol drwy gyfrwng y Gymraeg a'r Saesneg.
3. Gallu yn y Gymraeg:
  - Yn gallu deall trafodaethau proffesiynol, a themau technegol perthnasol.
  - Yn gallu cychwyn a chymryd rhan mewn trafodaethau proffesiynol gydag ystod o staff, dysgwyr ac aelodau o'r cyhoedd, gan ddefnyddio termau technegol perthnasol yn ôl yr angen.
  - Yn gallu darllen testunau estynedig (hy llythyrau, adroddiadau, e-byst cymhleth).
  - Yn gallu defnyddio meddalwedd Cymraeg (hy gwiriwr sillafu ac ati) i gynhyrchu ystod o destunau, ee:
    - Llythyrau safonol
    - E-byst
    - Cofnodion cyfarfodydd

## **JOB DESCRIPTION**

- POST:** ADMINISTRATIVE ASSISTANT
- STATUS:** FULL TIME – 37 HOURS PER WEEK  
PERMANENT
- GRADE:** SCALE 3, POINTS 17 - 20  
£19,636 – £21,027 PER ANNUM
- LOCATION:** ABERGELE

### **LINE MANAGEMENT ACCOUNTABILITY TO:**

Lead Apprenticeship and Workbased Learning Manager

### **KEY PURPOSE**

To provide confidential administrative support to Work based learning Programme Areas.

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. To develop and maintain systems and procedures for the monitoring of the following, working closely with the management team:
  - a) part time staff schedules of work, pay claims and budget
  - b) staff overtime requests and claims and toil records
  - c) consumable budgets
  - d) arranging and minuting meetings
  - e) arranging and processing the observations and appraisals
  - f) ordering stationary, equipment etc and logging appropriately
  - g) assisting in collating promotional material
  - h) assisting with organising events, both scheduled and bespoke room bookings
  - i) liaising regarding internal and external meetings/partnerships
  - j) collating staff timesheets for specific projects
  - k) Registering learners with awarding bodies as needed.

2. To keep up-to-date records of all full and part-time staff details including application forms, induction, 3-month review and probation records, appraisal and staff development records.
3. To develop and maintain a variety of filing systems to ensure that information can be retrieved easily by appropriate personnel.
4. To provide front line customer contact with external potential and existing clients, parents, students, and others and to deal with internal communications.
5. To organise and minute meetings as required by the management team.
6. To handle all postal communications into and out of programme areas and ensure they are distributed promptly and efficiently.
7. To ensure effective communication links are maintained with reception/admin and registry staff.
8. To ensure that the bilingual and multi-cultural ethos of the College is maintained and developed via communications and resources.
9. To manage the diaries and appointments of the management team and ensure management coverage over holiday periods.
10. To assist in the marketing and recruitment activities of the College and participate in open day/evenings, recruitment events, etc.
11. To carry out any other related duties as requested by the Assistant Principal or relevant manager.

## **PERSONAL SPECIFICATION:**

### **Essential Qualities:**

1. Minimum Level 3 relevant qualification.
2. Experience in the following:
  - a) Microsoft Office packages including Word and Excel
  - b) Keyboarding skills
  - c) Windows 8
  - d) Management Information Systems
  - e) Customer Service
  - f) Office administration
  - g) Internet and email
3. Ability to work under pressure and to meet deadlines.
4. Ability to work on own initiative and to take responsibility for prioritising own workload.
5. Ability to provide a confidential and professional attitude in all aspects of work.
6. Effective organisational skills.
7. Ability to take minutes of meetings.
8. Good communication, flexibility and interpersonal skills.
9. A good general standard of education.
10. Welsh Language abilities:
  - Able to understand the greater part of predictable, everyday conversations with staff and learners.
  - Able to participate in simple conversations with staff and learners.
  - Able to respond appropriately to simple directions and requests, both face-to-face and over the phone.
  - Able to read standard and predictable texts, such as letters and emails.
  - Able to write simple informal text, e.g.
    - Informal emails
    - Standard forms

### **Desirable Qualities:**

1. Ability to use PowerPoint and further IT packages e.g. desktop publishing – training can be provided for a suitable candidate.
2. The ability to communicate effectively through the medium of Welsh and English.
3. Welsh Language abilities:
  - Able to understand professional discussions, and relevant technical terms.
  - Able to initiate and take part in professional discussions with a range of staff, learners and members of the public, using relevant technical terms as necessary.
  - Able to read extended texts (ie letters, reports, complex emails).
  - Able to use Welsh language software (ie spell checker etc) to produce a range of texts, eg:
    - Standard letters
    - Emails
    - Minutes of meetings