

Swydd Ddisgrifiad: GOFALWR	
Maes Rhaglen / Adran	Ystadau a Chyfleusterau
Prif Safle	Pwllheli
Cyflog	£15,953.09 y flwyddyn (10% ychwanegol am waith shift. Gwaith shift hyblyg yn ystod diwrnodau gwaith yn angenrheidiol) Cymorth Busnes Graddfa 2 – Pwynt sefydlog 16
Y Math o Contract	Parhaol
Telerau'r Contract	Rhan Amser
Yn atebol i	Pennaeth Ystadau a Chyfleusterau / Prif Ofalwr
Pwrpas y Swydd	
Mae'r swyddi gofalu yn bwysig i weithrediad y Coleg, ac o'r herwydd, mae'r gofalwyr yn aelodau o'r Tîm Ystadau sy'n cydweithio'n agos bob amser i hwyluso gwaith y Coleg.	
Prif Ddyletswyddau a Chyfrifoldebau	
1. Sicrhau bod adeiladau'r Coleg (ble bynnag y'u lleolir) yn cael eu hagor erbyn y bydd y gwaith yn dechrau a'u bod yn ddiogel i'w defnyddio ar yr adegau hynny. 2. Sicrhau bod adeiladau'r Coleg (ble bynnag y'u lleolir) yn cael eu cloi ar derfyn gweithgareddau, gan wirio'r holl ffenestri a drysau ac ati. Y tu mewn a thu allan i adeiladau'r Coleg fel y bo angen. Gosod yr holl larymau diogelwch cyn gadael yr adeiladau. 3. Glanhau/symud sbwriel os oes angen, a gwagio biniau'n rheolaidd yn unol â'r amserlen, ac ati. 4. Ymateb i ofynion glanhau achlysurol, fel y bo'r galw, y tu mewn a thu allan i adeiladau'r Coleg. 5. Cludo pethau'n gyffredinol, yn cynnwys symud dodrefn ac offer yn ôl y galw o fewn y Coleg neu o un o adeiladau'r Coleg i un arall. 6. Danfon parseli a nwyddau ac ati o fewn y Coleg neu o un o adeiladau'r Coleg i un arall. 7. Gweithio yn lle gofalwyr a/neu staff cynnal a chadw yn ôl y galw. 8. Gwneud mân waith atgyweirio, a gwaith cynnal a chadw a gynlluniwyd, yn ôl y galw. 9. Ymateb i alwadau ynghylch diogelwch neu alwadau brys yn ôl y galw ar ddyddiau gwaith ac/neu yn ystod y nos, ar benwythnosau a/neu ar wyliau'r banc ac ati. Yn achos digwyddiadau difrifol, a all effeithio ar fusnes y Coleg, sicrhau bod y rheolwyr llinell a gytunwyd yn cael eu hysbysu os oes angen. 10. Byw o fewn pellter rhesymol i'r campws er mwyn gallu ymateb o fewn 30 munud i unrhyw alwadau brys. 11. Bod ar gael i weithio ar rotâu galwadau brys yn ôl y galw ar ddyddiau gwaith ac/neu yn ystod y nos, ar benwythnosau a/neu ar wyliau'r banc ac ati. Trwy drefniant. 12. Bod yn berchen ar drwydded yrru gyfredol 13. Bod ar gael i fod ar rota "ar alwad" pan fydd y Coleg wedi cau er mwyn sicrhau ymateb rhesymol i unrhyw fath o argyfwng yn unrhyw un o adeiladau'r Coleg, yn ôl y galw. 14. Bod yn gyfrifol bob amser am gysylltu â'r holl wasanaethau brys, gan gynnwys gweithwyr diogelwch ac eraill, pan ar alwad ac ar y rota. 15. Bod yn gyfrifol am gerbyd y Coleg pan ddefnyddir un tra ar ddyletswydd, a sicrhau nad yw cerbydau'r Coleg ond yn cael eu defnyddio i ddibenion colegol dilys, a bod y cerbydau hynny'n addas i'w defnyddio ar achlysuron o'r fath. Os defnyddir cerbyd personol, gellir hawlio'r treuliau yn ôl y cyfraddau sydd mewn grym yn y Coleg ar y pryd. 16. Os ar gael, gweithredu fel gofalwr ar alwad, pan fydd y gofalwr sydd ar ddyletswydd o'r farn bod angen cymorth ychwanegol mewn argyfwng, ac ati.	

17. Bod ar gael bob amser i gynorthwyo a chefnogi staff, myfyrwyr ac eraill sy'n defnyddio'r adeilad, gan gynorthwyo gyda materion diogelwch yn ôl y galw. Pan nad oes staff diogelwch ar ddyletswydd, y gofalwyr sy'n gyfrifol am faterion diogelwch.
18. I weithredu fel gweinydd cymorth cyntaf pan yn ofynnol.
19. Cyflawni dyletswyddau perthnasol a rhesymol eraill ar gais y Pennaeth Ystadau a Chyfleusterau

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
Meddu ar gymhwyster cymorth cyntaf neu fod yn barod i'w gyflawni	X		Ffurflen Gais / Cyfweliad
Knowledge and experience			
Profiad diweddar o wneud gwaith gofalwr neu waith cysylltiedig.		X	Ffurflen Gais / Cyfweliad
Sgiliau a Phriodweddau			
Yn gallu gweithio'n effeithiol fel rhan o dîm	X		Ffurflen Gais / Cyfweliad
Gofynion Ychwanegol			
Yn gallu gyrru ac yn meddu ar drwydded yrru gyfredol	X		Ffurflen Gais
Bod â char y medrwch ei ddefnyddio		X	Cyfweliad
Yn gallu gweithio sifftiau newidiol a bod ar y rota penwythnosau	X		Cyfweliad
Yn barod i fod ar y rota o rai a gaiff eu galw allan mewn argyfwng.	X		Cyfweliad
Yn gallu codi a symud dodrefn a phethau trwm eraill (rhoddir hyfforddiant ar godi a chario)	X		Cyfweliad
Sgiliau Cymraeg			
Ceir manylion llawn am lefelau sgiliau Cymraeg yn: https://www.gllm.ac.uk/cy/jobs			
Dealltwriaeth o'r Gymraeg	Sylfaenol		Cyfweliad
Yn siarad Cymraeg	Sylfaenol		Cyfweliad
Llythrennedd Cymraeg	Sylfaenol		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 lechyd 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	24 awr yr wythnos
Wythnos Waith	52 o wythnosau'r flwyddyn
Gwyliau Blyneddol	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 blyneddol.
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.

Job description: CARETAKER (Eastern sites)	
Programme area / Department	Estates and Facilities
Main site	Pwllheli
Salary	£15,953.09 per annum (10% for shift work. Flexible shift working is required) Business Support Grade 2 – Fixed point 16
Contract type	Permanent
Contract terms	Part Time
Reporting to	Head of Estates and Facilities / Lead Caretaker
Job purpose	
Caretaking is recognised as an important College function and as such, staff are members of the Estates Team which must work cohesively, corporately and consistently to facilitate the business of the College at all times.	
Main duties and responsibilities	
1. Ensuring the College's premises (wherever located) are opened for the start of working activities and are safe to use at that time. 2. Ensuring the College's premises (wherever located) are made secure at the end of working activities, to include the checking of all windows and doors etc. As required, both inside and outside of College premises. Activate all security alarm before leaving premises. 3. Undertake cleaning/rubbish or litter removal if required and regular scheduled bin emptying etc. 4. Responding to occasional cleaning requirements as circumstances dictate both inside and outside of College premises. 5. General portage requirements including moving of furniture and equipment as required within or between College premises. 6. Distribute deliveries of parcels and goods etc. within or between College premises. 7. Provide cover for other caretakers and/or maintenance staff as required. 8. Undertake minor repair and planned maintenance work as required. 9. Respond to security or emergency call outs at those times as required, weekdays and/or nights, weekends and/or bank holidays etc. In the event of serious occurrences which may affect the business of the College, ensure that agreed line managers are informed if necessary. 10. Be resident within a reasonable radius of the main campus to achieve a response to any call outs within 30 minutes of notification where possible at all College premises. 11. Be available to work emergency call out rotas as required day, night and/or weekdays and/or weekends, and/or bank holidays etc. By arrangement. 12. Hold a current driving licence 13. Be available to undertake 'stand-by' rota duty during hours when College is unopened to facilitate a reasonable response to any type of emergency as required at any College premises as necessary. 14. Be responsible for maintaining communication links with all emergency services, including security and others whilst on stand-by call out and duty rota at all times. 15. Be responsible for College vehicle if used whilst on rota duty and ensure College transport is only used for bona fide College business and any such vehicle is fit for use at all such times during stand-by call out and duty periods. If own vehicle is used expenses at College rates in operation at the time will apply.	

16. If available, back-up as a stand-by duty caretaker, if same determines back-up is required as and when deemed necessary during emergency call out incidents etc.
17. Be available at all times to facilitate help and support for staff, students and other building users, including security assistance as and when required. When security staff are not on duty responsibility for security rests with caretaking staff.
18. To act as a First Aider as required
19. To undertake other relevant and related duties as reasonably requested by the Head of Estates and Facilities.

Person specification	Essential	Desirable	Assessment method
Qualifications			
To hold a First Aid qualification or be willing to achieve	X		Ffurflen Gais / Cyfweliad
Knowledge and experience			
Experience of working in a caretaking or related function		X	Ffurflen Gais / Cyfweliad
Skills and attributes			
Able to work effectively as part of a team	X		Ffurflen Gais / Cyfweliad
Additional requirements			
Ability to drive and hold a current driving licence	X		Ffurflen Gais
To have access to a car		X	Cyfweliad
Able to work alternating shift patterns and to undertake weekend rota duties	X		Cyfweliad
Willingness to be included on emergency call out rota	X		Cyfweliad
Ability to undertake lifting and moving of furniture and other heavy objects (training will be given in manual handling)	X		Cyfweliad
Welsh language skills			
Full details of the Welsh skill levels can be found at: https://www.gllm.ac.uk/jobs			
Welsh Understanding	Foundation		Interview
Welsh Speaking	Foundation		Interview
Welsh Literacy	Foundation		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	24 hours per week
Working weeks	52 weeks per year
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. 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.