Grŵp Llandrillo Menai

Swydd Ddisgrifiad:	Cynorthwyydd Arholiadau
Maes Rhaglen / Adran	Arholiadau & MIS
Prif Safle	Llwyn Brain (Parc Menai, Bangor)
Cyflog	£24,699.29 - £25,240.92 y flwyddyn Cymorth Busnes Graddfa 3 Pwynt 17 – 20
Y Math o Gontract	Parhaol
Telerau'r Contract	Llawn Amser – 37 awr yr wythnos
Yn atebol i	Rheolwr Arholiadau

Pwrpas y Swydd

Mae'r Cynorthwyydd Cefnogi Arholiadau'n gyfrifol am weinyddu arholiadau allanol a mewnol yn unol â'r rheoliadau a bennwyd gan y Cydgyngor Cymwysterau, y Cyrff Dyfarnu a'r Sefydliadau Partner, ac yng ngweithdrefnau rhwydwaith Grŵp Llandrillo Menai ar gyfer cynnal arholiadau.

Prif Ddyletswyddau a Chyfrifoldebau

Prosesu cofrestriadau arholiad gyda'r Cyrff yn Dyfarnu a chynnal arholiadau yn unol â rheoliadau JCQ a gweithdrefnau arholiadau mewnol Trefnu'r gwaith papur sy'n gysylltiedig ag arholiadau, cyfleusterau profi ar-lein a lledaenu gwybodaeth, ateb ymholiadau ac ymdrin â materion yn ymwneud â chynnal arholiadau ac asesiadau gyda staff, myfyrwyr, rhieni/gofalwyr a Chyrff Dyfarnu. Sicrhau bod data cyrhaeddiad yn cael ei gasglu a'i goladu trwy ddulliau electronig a'i brosesu erbyn y dyddiadau y cytunwyd arnynt.

1. Cysylltu â Thiwtoriaid, Myfyrwyr a Staff Gweinyddol i sicrhau bod arholiadau'n cael eu cynnal yn unol â rheoliadau'r Cydgyngor Cymwysterau (neu gyrff perthnasol eraill) a bod y data'n cael ei brosesu, ei gofnodi a'i gyflwyno mewn modd cyflawn ac amserol.

2. Sicrhau bod cofrestriadau a dogfennau cyfathrebu eraill yn cael eu cyflwyno i'r Cyrff Dyfarnu cyn y dyddiadau cau.

3. Gweithio gyda'r Rheolwr Arholiadau a'r Swyddog Arholiadau i sicrhau bod amserlennu arholiadau/asesiadau, arolygu, ystafelloedd, cynlluniau eistedd a deunyddiau arholiad wedi eu trefnu yn brydlon ac i sicrhau bod arholiadau yn cael eu cynnal yn ôl y rheoliadau gofynnol ac o dan amodau priodol.

4. Prosesu ceisiadau ar gyfer y ddarpariaeth Anghenion Addysgol Arbennig (AAA) yn yr amgylchedd arholiadau/asesiadau yn ôl y meini prawf a bennwyd gan y Cyrff Dyfarnu, y Cydgyngor Cymwysterau, y Sefydliadau Partner a gweithdrefnau mewnol y Grŵp. Cydweithio â Chydlynydd a staff gweinyddol AAA ynghylch ymgeiswyr sydd ag AAA; gwneud cais i gyrff dyfarnu am drefniadau arbennig i ymgeiswyr o'r fath.

5. Cynorthwyo â'r gwaith parhaus o ddatblygu systemau cyfrifiadurol a gwybodaeth, trosglwyddo data electronig, archifo dogfennau a chynnal a chadw gweithdrefnau ysgrifenedig.

6. Bod yn gyfarwydd â threfn gofrestru'r Grŵp o dan y Ddeddf Diogelu Data, GDPR a'r holl weithdrefnau ynghylch trin data a bennwyd gan y Cyrff Dyfarnu, y Sefydliadau Partner a'r Cydgyngor Cymwysterau er mwyn sicrhau bod data'n cael ei drin yn briodol.

7. Casglu a dosbarthu sgriptiau'n unol â rheoliadau a gweithdrefnau mewnol.

8. Gweinyddu'r gwaith o wirio a dosbarthu tystysgrifau.

9. Prosesu ymholiadau am ganlyniadau, ceisiadau i ailsefyll, ffioedd ailsefyll sy'n daladwy a cheisiadau am ddychwelyd/ail-farcio sgriptiau.

10. Cysylltu â staff Arholiadau neu staff cyfatebol mewn Cyrff Dyfarnu a sefydliadau eraill, a mynd i ddigwyddiadau hyfforddi a chyfarfodydd perthnasol yn ôl y galw.

11. Bod yn ymwybodol o ofynion diweddaraf y swydd a'r gweithdrefnau a'r rheoliadau sy'n ymwneud ag arholiadau allanol.

12. Cadw systemau ffeilio papur ac electronig effeithiol.

13. Arolygu arholiadau'n ôl y galw.

14. Annog diwylliant arholiadau cadarnhaol ar draws y Grŵp ac o fewn Tîm y Gofrestrfa.

15. O dan arweiniad eu Rheolwr Llinell, darparu cefnogaeth weinyddol i'r tîm yn ôl y galw.

16. Ymgymryd ag unrhyw ddyletswyddau rhesymol eraill a gytunir â'r Rheolwr Llinell.

Manyleb Deiliad y Swydd	**Hanfodol**	**Dymunol**	**Dull Asesu**
Cymwysterau			
Yn meddu ar gymhwyster perthnasol mewn TG neu Weinyddu Busnes.	X		Ffurflen Gais /Cyfweliad
Gwybodaeth a Phrofiad			
Yn meddu ar brofiad o fewnbynnu data i system gyfrifiadurol fawr.	X		Ffurflen Gais /Cyfweliad
Yn gallu defnyddio’r rhaglenni Microsoft canlynol (neu raglenni tebyg): ● Microsoft Excel ● Microsoft Word ● Microsoft Access	X		Ffurflen Gais /Cyfweliad
Yn gwybod rhywfaint am Drefnau Cyllido ac/neu Arholiadau’r Coleg.		X	Ffurflen Gais /Cyfweliad
Sgiliau a Phriodweddau			
Y gallu i weithio'n hyblyg ac o dan bwysau i orffen gwaith mewn pryd.	X		Ffurflen Gais /Cyfweliad

Yn gallu gweithio ar ei liwt ei hun a chymryd cyfrifoldeb am ei ddyletswyddau ei hun yn ôl yr angen.	X		Ffurflen Gais /Cyfweliad
Sgiliau rhyngbersonol da a'r gallu i gyfathrebu'n effeithiol ar bob lefel o fewn rhwydwaith y Grŵp, a chyda'r cyhoedd ac asiantaethau allanol.	X		Ffurflen Gais /Cyfweliad
Gofynion Ychwanegol			
Y gallu i deithio'n unol â gofynion y swydd	X		Ffurflen Gais /Cyfweliad
Sgiliau Cymraeg			
Dealltwriaeth o'r Gymraeg	Uwch		Cyfweliad
Yn siarad Cymraeg	Uwch		Cyfweliad
Llythrennedd Cymraeg	Uwch		Cyfweliad
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 DBS trwy wasanaeth diweddaru'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	37 awr yr wythnos
Wythnos Waith	52 o wythnosau'r flwyddyn
Gwyliau Blynyddol	● 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	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. 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:	Examinations Assistant
Programme area / Department	Exams & MIS
Main site	Llwyn Brain (Parc Menai, Bangor)
Salary	£24,699.29 - £25,240.92 per annum Business Support Scale 3 Points 17 – 20
Contract type	Permanent
Contract terms	Full Time – 37hrs per week
Reporting to	Examinations Manager

Job purpose

The Examinations Administrative Assistant is responsible for the administration of external and internal examinations in accordance with the regulations laid down by the Joint Council for Qualifications, Awarding bodies, Partner Institutions and the Grwp Llandrillo Menai network procedures for the conduction of examinations.

Main duties and responsibilities

To process examination registrations with Awarding Bodies and the conducting of examinations in accordance with JCQ regulations and internal examination procedures. To organise examination paperwork, online testing facilities and disseminate information, answer queries and deal with issues relating to the conduction of examinations and assessments with staff, students, parents/carers and Awarding Bodies. To ensure that all attainment data is collected and collated through electronic methods and processed to agreed deadlines.

1. Liaise with Tutors, Students and Administration staff to ensure all examinations are conducted to JCQ regulations (or other as appropriate) and that data is processed, recorded and reported upon in a complete and timely manner.

2. Ensure the submitting of entries/registrations and other communications to Awarding Bodies in advance of deadlines.

3. Work with the Examinations Manager and Examinations Officer to ensure examination/assessment timetabling, invigilation, rooming and layout, seating plans and other examination materials and stationery are available in a timely manner and ensure examinations are conducted to required regulations and under appropriate conditions.

4. Process applications for the provision of Special Educational Needs (SEN) in the examination/assessment environment to the criteria as stipulated by Awarding Bodies, JCQ, Partner Institutions and internal cross Grwp procedures. Liaise with the SEN coordinator and SEN administrative staff regarding candidates with SEN; applying to awarding bodies for special arrangements for such candidates.

5. Provide assistance in the ongoing development of computer and information systems, electronic data transfer, document archiving and maintenance of written procedures.

6. To be familiar with the Grwp's registration under the Data Protection Act, GDPR and all procedures regarding the data handling as laid down by the Awarding Bodies, Partner Institution and JCQ to ensure data is handled accordingly.

7. Collecting and despatching worked scripts in accordance with the regulations and internal procedures.

8. Administer the checking and distribution of certificates.

9. Processing enquiries about results, resit requests, resit fees chargeable and requests for return/remarking of scripts.

10. Liaise with Examinations staff or equivalent at other institutions, Awarding Body staff and attend training events and relevant meetings as appropriate.

11. Keep up to date with the requirements of the role keeping up to date with the latest procedures and regulations for external examinations.

12. Maintain an effective manual and electronic filing system.

13. Undertake examination invigilation as required.

14. Encouraging a positive examination culture across the Grwp and within the Registry Team.

15. Provide administrative support to the team under the guidance of their Line Manager as required.

16. Undertake any other duties as agreed with their Line Manager.

Person specification	Essential	Desirable	Assessment method
Qualifications			
Have a relevant IT or Business Administrative qualification.	X		Application form / Interview
Knowledge and experience			
Have data input experience with large computerised systems.	X		Application form / Interview
Be competent in the use of the following Microsoft applications (or equivalent): • Microsoft Excel • Microsoft Word • Microsoft Access	X		Application form / Interview
Have some knowledge of College Funding and/or Examination Procedures.		X	Application form / Interview
Skills and attributes			

Be able to work under pressure and work flexibly in order to meet deadlines.	X		Application form / Interview
Be able to work on their own initiative and take responsibility for their own duties as necessary.	X		Application form / Interview
Have good interpersonal skills and be able to communicate effectively at all levels within the Grwp network, with the general public and with external agencies.	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			
Welsh Understanding	Advanced		Interview
Welsh Speaking	Advanced		Interview
Welsh Literacy	Advanced		Interview
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	● 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.