SWYDD DDISGRIFIAD: *Goruchwylydd Sgiliau Ymarferol (Modurol, Trwsio a Phaentio Cyrff Cerbydau)*	
Maes Rhaglen / Adran	Peirianneg
Prif Safle	Rhyl
Cyflog	£32,192 - £ 34,347 y flwyddyn Cymorth Busnes, Graddfa 6 - Pwynt 29 - 31
Y Math o Gontract	Parhaol
Telerau'r Contract	Llawn Amser
Yn atebol i	Rheolwr Maes Rhaglen Adeiladu

Pwrpas y Swydd

O dan arweiniad staff darlithio, bydd y Goruchwylydd Sgiliau Ymarferol yn darparu hyfforddiant a chyfarwyddyd i ddysgwyr sy'n gwneud gweithgareddau ymarferol mewn gweithdy ymarferol, cegin neu amgylchedd salon a byddant yn cynorthwyo a chefnogi darlithwyr i olrhain ac asesu cynnydd dysgwyr gan gynnig arweiniad a chefnogaeth os yn briodol.

Bydd y goruchwyliwr yn sicrhau safonau priodol o ddisgyblaeth, iechyd, diogelwch a llesiant, gan gynnal cydymffurfiaeth ag arferion iechyd a diogelwch ac amgylcheddol. Bydd y cyfrifoldebau hefyd yn cynnwys paratoi deunyddiau, offer, cyfarpar, a gweithfannau ar gyfer sesiynau ymarferol, cynnal amgylchedd y gweithdy, offer, a pheiriannau yn ystod sesiynau pan nad oes addysgu yn digwydd, a chyfrannu at weithgareddau marchnata a recriwtio, a datblygiad proffesiynol yn ôl yr angen.

Mae'n debygol y bydd y Goruchwylydd Sgiliau Ymarferol wedi ei amserlennu am hyd at 1000 o oriau cyswllt gyda dysgwyr yn ystod y flwyddyn academaidd gyda lleiafswm o 500 awr yn goruchwylio dysgwyr mewn gweithdy.

Prif Ddyletswyddau a Chyfrifoldebau

PRIF DASGAU

1. Cynnal sesiynau sgiliau ymarferol i ddysgwyr mewn gweithdy a/neu yn y gweithle.

2. Asesu a chofnodi cynnydd dysgwyr yn unol â threfniadau tracio ac ansawdd y Grŵp ac ymgymryd a dyletswyddau gweinyddol a threfniadau asesu yn unol â threfniadau a gofynion y bwrdd dyfarnu.

3. Cynnig adborth ac arweiniad i ddysgwyr i gefnogi ac atgyfnerthu eu dysgu.

4. Cadw safonau disgyblaeth addas o fewn y gweithdy a sicrhau ymarfer da gan ddysgwyr mewn perthynas ag iechyd, diogelwch a llesiant.

5. Paratoi deunydd, taclau ac offer a chynnal y gweithdy / ardal waith ar gyfer sesiynau ymarferol gyda dysgwyr gan sicrhau cydymffurfiad gyda ymarferion iechyd, diogelwch a'r amgylchedd.

6. Ar adegau, pan na fydd dysgwyr yn y coleg fe ddisgwylir i ddeilydd y swydd gynnal a chadw'r gweithdy, deunyddiau, taclau ac offer.

7. Cynorthwyo gyda gweithgareddau marchnata a recriwtio ac ymgymryd â datblygiad staff fel y bo'n briodol.

GWEITHGAREDDAU GWAITH

1. Hyfforddi ac yn arolygu dysgwyr yn y gweithdy ymarferol.

Dangos y defnydd diogel a chywir o beiriannau, offer a deunyddiau i ddysgwyr (a staff os oes angen) a chynghori, cynorthwyo a goruchwylio.

1.1 Cynghori, cynorthwyo goruchwylio dysgwyr i osod a gweithredu peiriannau, offer, arbrofion, prosesau ac ati yn ddiogel ac yn gywir.
1.2 Cynghori a chynorthwyo dysgwyr i ddatblygu sgiliau i gwblhau gwaith ymarferol a'u portffolio.
1.3 Goruchwylio dysgwyr sy'n gwneud prosiect ymarferol neu waith aseiniad a osodwyd gan ddarlithwyr neu reolwr atebol.
1.4 Hyfforddi a goruchwylio dysgwyr gydag anghenion penodol i sicrhau bod pawb yn integreiddio i ddosbarthiadau ymarferol. Cynorthwyo eraill i ddyfeisio a gweithredu rhaglen wedi ei haddasu yn arbennig ar eu cyfer.
1.5 Goruchwylio dysgwyr sy'n gwneud gweithgareddau arbenigol mewn amgylcheddau gwaith wedi eu hefelychu neu wirioneddol o fewn y coleg.
1.6 Cynorthwyo ac arolygu ymgeiswyr NVQ/Prentisiaid/Hyfforddeion, a dysgwyr ar brofiad gwaith (fel y bo angen).

2 Asesu gwaith ymarferol myfyrwyr

2.1 Asesu dysgwyr unigol neu brentisiaid/hyfforddeion lleoliad gwaith yn ffurfiol neu anffurfiol mewn sefyllfaoedd profiad gwaith gwirioneddol neu wedi ei hefelychu yn y Coleg a chynghori darlithwyr neu reolwyr atebol.
2.2 Cynnal cofnodion asesu yn unol â threfniadau coleg.
2.3 Cynorthwyo darlithwyr neu reolwyr atebol i asesu gwaith ymarferol myfyrwyr.
2.4 Monitro lleoliad gwaith myfyrwyr yn ffurfiol gan gynnwys unrhyw elfennau o asesiadau seiliedig ar waith sydd yn ofynnol.
2.5 Gwneud asesiad wedi ei seilio ar y man gwaith a chysylltu gyda gweithwyr perthnasol wrth ymgymryd â thasgau angenrheidiol yn y man gwaith.
2.6 Darparu gwybodaeth a chydweithredu mewn trefniadaethau dilysu mewnol ac allanol.
2.7 Cyfeirio pryderon am gynnydd neu llesiant i ddarlithydd neu rheolwr rhaglen fel yn briodol

3 Cyfrannu at gyd-gysylltu a datblygu rhaglenni

3.1 Cyfrannu at gyfarfodydd Rhaglen Tîm.
3.2 Cynorthwyo arweinwyr cwrs i gynhyrchu cynlluniau gwaith – (yn ddibynnol ar anghenion dysgwyr).
3.3 Cynhyrchu amserlenni asesiadau, taflenni, dalennau aseiniad neu adnoddau eraill fel y bo angen.
3.4 Gwneud gwaith gweinyddol sy'n cysylltiedig â gweithgareddau ymarferol dysgwyr e.e. cofrestri, cofnodion gwaith, rhoi gwybod am absenoldebau, cynnydd ffurfiol ac anffurfiol ac adroddiadau cyflawniad, data ystadegol ac ati.
3.5 Cymryd rhan mewn trefniadaethau adolygu asesu ansawdd.
3.6 Cymryd rhan mewn unrhyw bwyllgor coleg neu grŵp sy'n datblygu neu adolygu rhaglenni o fewn maes arbenigedd deiliad y swydd.

4 Gweithredu, trwsio a chynnal peiriannau, cyfarpar ac offer a chynnal y gweithdy

4.1 Mewn cytundeb â'r Rheolwr Maes Rhaglen, newid cynllun y gweithdy yn uniongyrchol neu drwy baratoi gofynion cynllun / gwasanaethau.
4.2 Gwirio'n weledol gyflwr peiriannau, offer gan gynnwys offer llaw neu ber; glanhau a thrwsio os yn bosib a'u taflu os nad yw.

4.3 Cynnal, addasu a gwasanaethu peiriannau, offer a chyfarpar, a gwneud atgyweiriadau o'r fath fel yn bosib gan weithio gyda chymorth technegwyr.
4.4 Rhoi gwybod am ofynion ar gyfer profi offer trydanol cludadwy i'r staff perthnasol.
4.5 Trefnu atgyweiriadau arbenigol gan wneuthurwyr / gyflenwyr neu yn cael eu cyngor i wneud atgyweiriadau yn bersonol - cydweithio gyda'r Rheolwr Rhaglen /staff gweithdai.
4.6 Gweithredu'r holl beiriannau yn ôl y gofyn gan cydymffurfio â rheoliadau iechyd a diogelwch
4.7 Adleoli peiriannau neu offer, naill ai ar eich pen eich hun neu gyda chymorth.

5 Cyflawni swyddogaethau iechyd a diogelwch

5.1 Rhoi gwybod am beryglon a gwendidau a darparu cymorth i staff Ystadau a'r Swyddog Iechyd a Diogelwch pan fo angen, gan gynnwys; cynorthwyo gydag archwiliadau, darparu gwybodaeth a chasglu data.
5.2 Gweithredu fel Aseswr COSHH, o dan arweiniad Swyddog Iechyd a Diogelwch os oes angen, ar gyfer y gweithdy gan gynnwys; cael gafael ar Daflenni Data Peryglon; gwneud a chofnodi'r asesiadau; gweithredu mesurau rheoli pan y gall a chyfeirio eraill at reolwyr llinell neu staff priodol.
5.3 Gweithredu fel Aseswr Diogelwch, o dan arweiniad Swyddog Iechyd a Diogelwch os oes angen, yn unol â deddfwriaeth gan gynnwys; cynnal a chofnodi asesiadau, gweithredu mesuriadau rheoli lle y bo modd a chyfeirio eraill at y rheolwr atebol neu staff priodol.
5.4 Cynhyrchu ac arddangos Rheolau Iechyd a Diogelwch y gweithdy a chyfarwyddiadau gweithredu'n ddiogel ar beiriannau, cyfarpar ac offer ar gyfer y gweithdy.
5.5 Cynnal diogelwch a chynnwys yr ardal waith h.y. deunydd ac offer.

6 Dyletswyddau eraill

6.1 Unrhyw waith arall sy'n gymesur â'r raddfa gyflog, yn ogystal â sgiliau a galluoedd deiliad y swydd
6.2 Dylid nodi bod y Swydd Ddisgrifiad hon 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 galwedigaethol Lefel 3 (neu uwch), neu'r hyn sy'n cyfateb mewn disgyblaeth perthnasol	X		Ffurflen Gais
Cymhwyster asesu neu barodrwydd i gyflawni o fewn cyfnod a gytunwyd	X		Ffurflen Gais

Wedi cofrestru gyda Chyngor y Gweithlu Addysg neu'n barod i wneud hyn cyn ymgymryd â'r swydd.	X		Ffurflen Gais/ Cyfweliad
Cymhwyster Dilysu Mewnol		X	Ffurflen Gais
Cymhwyster Iechyd a Diogelwch		X	Ffurflen Gais
Gwybodaeth a Phrofiad			
Profiad o weithio o fewn amgylchedd cynnal a chadw cerbydau modur	X		Ffurflen Gais / Cyfweliad
Profiad o weithio gydag ymgeiswyr NVQ /prentisiaid/ hyfforddeion		X	Ffurflen Gais / Cyfweliad
Profiad o wneud asesiadau o risg.		X	Ffurflen Gais / Cyfweliad
Sgiliau a Phriodweddau			
Hunan Gymhelliant	X		Ffurflen Gais / Cyfweliad
Gallu i weithio o dan bwysau ac i gyfarfod gyda dyddiadau cau	X		Ffurflen Gais / Cyfweliad
Gweithio i safonau proffesiynol a moesegol uchel	X		Ffurflen Gais / Cyfweliad
Trefnus	X		Ffurflen Gais / Cyfweliad
Gallu i weithio yn effeithiol fel rhan o dîm	X		Ffurflen Gais / Cyfweliad
Cyfathrebwr effeithiol ar lafar ac yn ysgrifenedig	X		Ffurflen Gais / Cyfweliad
Gallu i gefnogi hyfforddeion i gyflawni eu hamcanion	X		Ffurflen Gais / Cyfweliad
Gallu cynllunio gwaith a rheoli amser yn effeithiol	X		Ffurflen Gais / Cyfweliad
Sgiliau arwain pobl	X		Ffurflen Gais / Cyfweliad
Sgiliau TG datblygedig	X		Ffurflen Gais / Cyfweliad
Cymhwyster ECDL neu gymhwyster cyfwerth		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 yn: https://www.gllm.ac.uk/cy/jobs			
Dealltwriaeth o'r Gymraeg	Cwrteisi Ieithyddol		Cyfweliad
Yn siarad Cymraeg	Cwrteisi Ieithyddol		Cyfweliad
Llythrennedd Cymraeg	Cwrteisi Ieithyddol		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
Yn unol â Rheoliadau Cyngor y Gweithlu Addysg 2015 mae'n ofyniad statudol bod unigolion yn cofrestru â'r Cyngor cyn dechrau gweithio yn y Grŵp 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 diweddaru'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	● 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: *Practical Skills Supervisor (Automotive, Body and Paint)*	
Programme area / Department	Engineering
Main site	Rhyl
Salary	£32,192 - £ 34,347 per annum Business Support Grade 6, Points 29-31
Contract type	Permanent
Contract terms	Full Time
Reporting to	Programme Area Manager Engineering

Job purpose

Under the general guidance and direction of lecturing staff, the Practical Skills Supervisor will deliver practical sessions to groups of learners in an automotive workshop, supporting the development of practical skills and competencies in the workshop. The role includes tracking and assessing learner progress in line with Grŵp tracking and quality systems and awarding body requirements, providing guidance and feedback to reinforce learning.

The supervisor will ensure appropriate standards of discipline, health, safety, and welfare, maintaining compliance with health and safety and environmental practices. Responsibilities also include preparing materials, tools, equipment, and workstations for practical sessions, maintaining the workshop environment, tools, and machinery during non-teaching periods, and contributing to marketing, recruitment activities, and professional development as required.

Typically, the Full time Practical Skills Supervisor will be timetabled for up to 1000 hours in each academic year for direct contact with learners and with a minimum of 500 hours per annum of class supervision in a practical workshop setting.

Main duties and responsibilities

MAIN TASKS

1. Deliver practical skills/competencies in both workshop and/or workplace setting.
2. Assess and record learner progress in accordance with Grŵp tracking and quality systems and to undertake administration and assessment procedures in line with awarding body requirements.
3. Provide feedback and guidance to learners to support and reinforce their learning
4. Maintain appropriate standards of discipline and to ensure good workshop practice in relation to health, safety and welfare by learners.
5. Prepare materials, tools and equipment, workplaces and workstations for practical learner sessions ensuring compliance with agreed Health and Safety and environmental practices.
6. At times when there are no students/trainees present at the college, the post holder will undertake duties associated with the maintenance and upkeep of the workshop environment and tools, equipment and machinery.
7. Assist in marketing and recruitment activities and to undertake staff development as appropriate.

JOB ACTIVITIES

1. Instructs and supervise students in practical workshop setting

1.1 Demonstrate safe and correct use of equipment and materials to learners (and staff as necessary) and advises, assists and supervises.
1.2 Advise, assist and supervise learners in setting up and operating equipment and processes safely and correctly.
1.3 Advise and assist learners to develop skills that will enable them to complete their practical and portfolio work.
1.4 Supervise learners undertaking practical project or assignment work set by lecturers or line manager.
1.5 Instruct and supervise learners who have specific needs to help ensure that all are integrated into practical classes. Assists others to devise and implement customised programmes.
1.6 Supervise learners carrying out specialist activities in simulated or actual work environments within the college setting.
1.7 Assist and supervise Workplace NVQ Candidates/ Apprentices/Trainees, and learners on work placements (as required).

2. Assesses students' practical work

2.1 Formally or informally assesses individual learners or work placement trainees in either real or simulated work experience/ in the workplace or college setting; and orally advises lecturers and line managers of learner progress.
2.2 Maintain assessment records in accordance with Grŵp procedures.
2.3 Liaise with relevant lecturers, team leaders and line manager in the assessment of learners' practical work
2.4 Carry out formal monitoring of learners work placement including any elements of work-based assessments required
2.5 Carry out work-based assessment with learners and liaise with relevant employees in the workplace to undertake necessary tasks.
2.6 Provide information for and co-operate in the internal and external verification procedures.
2.7 Refer concerns regarding learner progress or general welfare concerns to the lecturer or programme manager as agreed.

3. **Participates in co-ordination and development of programmes.**

3.1 Participate in Programme Team meetings.
3.2 Assist course leaders to produce schemes of work as appropriate – (depending on needs of individual groups of learners).
3.3 Produce assessment schedules, handouts, assignment sheets or other resources as necessary.
3.4 Carry out all related administration work in connection with the practical activities of learners e.g., registers, record of work, reporting absences, formal and informal progress and attainment reports, statistical data etc.
3.5 Participate in quality assessment review procedures.
3.6 Participate in any Grŵp committee or group developing or reviewing programmes within the post-holder's area of expertise.

4. **Working with others to operate, repair and maintain equipment and maintain workshop areas.**

4.1 In agreement with Programme Manager and working with relevant staff within the Programme Area modify workshop layout directly or by preparing layout / services requirements.
4.2 Visually checks condition of machinery and equipment, work with relevant staff to clean and repair if possible; and discards if not.
4.3 Maintains or adjusts equipment and carries repairs if appropriate with assistance from technicians.
4.4 Report requirements for testing portable electrical equipment to relevant staff.
4.5 Working with relevant staff to arrange for specialist equipment repairs by manufacturers/ suppliers.
4.6 Operate all machinery as required – adhering to current Health and Safety Regulations and procedures.
4.7 Work with relevant staff to re-locate machinery or equipment.

5. Carries out health, safety and security functions.

5.1 Report hazards and defects and provide assistance to Estates staff and Health and Safety Officer when required, including; assisting with inspections; supplying information and gathering data.
5.2 With guidance from health & safety officers as necessary, act as COSHH Assessor for workshops, obtain Hazard Data sheets; carry out and record the assessments; implement control measures and refer concerns to line manager or relevant staff.
5.3 With guidance from health & safety officers where necessary, undertake risk assessments in accordance with current legislation, carry out and record the assessments, implement control measures and refer concerns to Programme Manager or appropriate staff within college or in the workplace.
5.4 Work with relevant staff to produce and display Workshop Health and Safety rules and Safe Operation instructions on workshop equipment.
5.5 Maintain safety and security of workshop areas and contents i.e., equipment and materials.

6. Other duties

6.1 Any other work commensurate with the grade, skills and capabilities of the post and post holder
6.2 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			
Vocationally related Level 3 (or higher) or equivalent qualification in a relevant discipline	X		Application form
Assessor qualification or willingness to achieve within agreed period	X		Application form
Registered with the Education Workforce Council (EWC) or willingness to do so prior to taking up post	X		Application form/ Interview
Internal Verifier qualification or willingness to achieve within agreed period		X	Application form / Interview

Health & Safety Qualification or or willingness to achieve within agreed period		X	Application form / Interview
Knowledge and experience			
Experience of working within a motor vehicle maintenance environment	X		Application form / Interview
Experience of working with NVQ candidates/apprentices/trainees.		X	Application form / Interview
Experience of undertaking risk assessments.		X	Application form / Interview
Skills and attributes			
Self-motivated	X		Application form / Interview
Ability to work under pressure and to meet deadlines	X		Application form / Interview
Working to high professional and ethical standards	X		Application form / Interview
Well-organised	X		Application form / Interview
Ability to work effectively as part of a team	X		Application form / Interview
Effective communicator both orally and in writing	X		Application form / Interview
Ability to support trainees to achieve their objectives	X		Application form / Interview
Able to plan work and manage time effectively	X		Application form / Interview
People leadership skills	X		Application form / Interview
Well-developed I.T. skills	X		Application form / Interview
ECDL or similar qualification		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			
In accordance with the Education Workforce Council (EWC) Regulations 2015 it is a statutory requirement that individuals register with the EWC prior to commencing employment with the Grŵp.			

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.