

### Swydd Ddisgrifiad: Uwch Gynorthwydd Cefnogi Arholiadau

<b>Maes Rhaglen / Adran</b>	Gwasanaethau Academaidd, Y Gofrestrfa
<b>Prif Safle</b>	Llandrillo yn Rhos
<b>Cyflog</b>	£22,896.73 - £24,919.73 y flwyddyn Cymorth Busnes Graddfa 4 Pwynt 21 - 24
<b>Y Math o Gontract</b>	Parhaol
<b>Telerau'r Contract</b>	Llawn Amser
<b>Yn atebol i</b>	Rheolwr Arholiadau

### Pwrpas y Swydd

Mae'r Uwch Gynorthwydd Cefnogi Data ac Arholiadau'n gyfrifol am ddarparu cefnogaeth tîm ar gyfer 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, ac am gefnogi'r amserlenni a'r cydlynu o brofi ar-lein ar draws holl safleoedd Coleg Llandrillo. Bydd deiliad y swydd hefyd yn dirprwyo dros Swyddog Arholiadau Llandrillo fel sy'n ofynnol.

### Prif Ddyletswyddau a Chyfrifoldebau

Cydlynu cofrestrïadau ar gyfer arholiadau gyda'r Cyrff Dyfarnu a chynnal yr arholiadau'n unol â rheoliadau'r Cydgyngor Cymwysterau a gweithdrefnau arholi mewnol. Trefnu'r gwaith papur sy'n gysylltiedig ag arholiadau, cydlynu 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 yr holl ddata cyrhaeddiad yn cael ei gasglu a'i goladu drwy ddulliau electronig (lle ar gael) a'i brosesu i ddyddiadau cau a gytunwyd. Cynorthwyo Swyddog Arholiadau Coleg Llandrillo i gynnal a datblygu'r gronfa ddata Arholiadau a dirprwyo drosto pan fydd yn absennol.

1. Dirprwyo dros y Swyddog Arholiadau yng Ngholeg Llandrillo'n ôl y galw.
2. Arwain ar y gwaith o gydlynu'r cyfleusterau cofrestru ar-lein a sicrhau bod gweithdrefnau gweithredu cywir yn cael eu cynnal ar gyfer cynnal profion ar-lein ledled holl safleoedd Llandrillo.
3. Cefnogi Swyddog Gwybodaeth ac Arholiadau, Llandrillo i gynnal a datblygu'r gronfa ddata Arholiadau.
4. Cysylltu â Thiworiaid, 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.
5. Sicrhau bod cofrestrïadau a dogfennau cyfathrebu eraill yn cael eu cyflwyno i'r Cyrff Dyfarnu cyn y dyddiadau cau.
6. Gweithio gyda'r Rheolwr Arholiadau a Swyddog Arholiadau Llandrillo i sicrhau bod amserlenni, trefniadau arolygu, ystafelloedd, cynlluniau eistedd a phapurau a deunyddiau arholiadau eraill yn cael eu trefnu ac yn barod mewn da bryd a sicrhau bod arholiadau'n cael eu cynnal yn unol â rheoliadau ac amodau priodol.

7. 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 Chydlynnydd a staff gweinyddol AAA ynghylch ymgeiswyr sydd ag AAA; gwneud cais i gyrff dyfarnu am drefniadau arbennig i ymgeiswyr o'r fath.
8. Cynorthwyo â'r gwaith parhaus o ddatblygu systemau cyfrifiadurol a gwybodaeth, trosglwyddo data electronig, archifo dogfennau a chynnal a chadw gweithdrefnau ysgrifenedig.
9. Bod yn gyfarwydd â threfn gofrestru'r Grŵp o dan y Ddeddf Diogelu Data 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.
10. Casglu a dosbarthu sgrïptiau'n unol â rheoliadau a gweithdrefnau mewnol.
11. Gweinyddu'r gwaith o wirio a dosbarthu tystysgrifau.
12. Prosesu ymholiadau am ganlyniadau, ceisiadau i ailsefyll, ffioedd ailsefyll sy'n daladwy a cheisiadau am ddychwelyd/ail-farcio sgrïptiau.
13. 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.
14. Bod yn ymwybodol o ofynion diweddaraf y swydd a'r gweithdrefnau a'r rheoliadau diweddaraf sy'n ymwneud ag arholiadau allanol.
15. Cadw systemau ffeilio papur ac electronig effeithiol.
16. Arolygu arholiadau'n ôl y galw.
17. Annog diwylliant tîm cadarnhaol ar draws y Grŵp ac o fewn Tîm y Gofrestrfa.
18. O dan arweiniad eu Rheolwr Llinell, darparu cefnogaeth weinyddol i'r tîm yn ôl y galw.
19. Ymgymryd ag unrhyw ddyletswyddau rhesymol eraill a gytunir â'r Rheolwr Llinell.

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
<b>Cymwysterau</b>			
Yn meddu ar gymhwyster perthnasol mewn TG neu Weinyddu Busnes i Lefel 3 neu uwch.	X		Ffurflen Gais

Yn gallu defnyddio'r rhaglenni Microsoft canlynol (neu raglenni tebyg): <ul style="list-style-type: none"> <li>• Microsoft Excel</li> <li>• Microsoft Word</li> <li>• Microsoft Access</li> <li>• SQL Server</li> </ul>		X	Ffurflen Gais
<b>Gwybodaeth a Phrofiad</b>			
Yn dangos medruswydd wrth ddefnyddio meddalwedd pwrpasol i storio, prosesu a dadansoddi data.	X		Ffurflen Gais
Yn gallu dadansoddi data'n gywir ac effeithlon.	X		Cyfweliad
Yn gwybod rhywfaint am Drefnau Cyllido ac/neu Arholiadau'r Coleg.		X	Ffurflen Gais
<b>Sgiliau a Phriodweddau</b>			
Yn gallu gweithio'n hyblyg ac o dan bwysau i orffen gwaith mewn pryd.	X		Cyfweliad
Yn gallu gweithio ar ei liwt ei hun a chymryd cyfrifoldeb am ei ddyletswyddau ei hun yn ôl yr angen.	X		Cyfweliad
Yn meddu ar sgiliau rhyngpersonol da ac yn gallu cyfathrebu'n effeithiol ar bob lefel o fewn rhwydwaith y Grŵp, a gyda'r cyhoedd ac asiantaethau allanol.	X		Cyfweliad
<b>Gofynion Ychwanegol</b>			
Y gallu i deithio rhwng safleoedd yn unol â gofynion y swydd	X		Ffurflen Gais
<b>Sgiliau Cymraeg</b>			
<b>Dealltwriaeth o'r Gymraeg</b>	Cwrteisi leithyddol		Ffurflen Gais
<b>Yn siarad Cymraeg</b>	Cwrteisi leithyddol		Ffurflen Gais

<b>Llythrennedd Cymraeg</b>	Cwrteisi Ieithyddol	Ffurflen Gais
<b>Gofynion Gorfodol</b>		
<p>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 Troseddwy'r 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 - <a href="https://www.gov.uk/dbs-update-service">https://www.gov.uk/dbs-update-service</a>.</p> <p>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.</p>		
<b>Crynodeb o'r Telerau a'r Amodau</b>		
<b>Oriau Gwaith</b>	37 awr yr wythnos	
<b>Wythnos Waith</b>	52 o wythnosau'r flwyddyn	
<b>Gwyliau Blynyddol</b>	<ul style="list-style-type: none"> <li>• 28 diwrnod y flwyddyn, yn codi i 32 diwrnod ar ôl pum mlynedd lawn o wasanaeth di-dor (01 Medi i 31 Awst).</li> <li>• Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol.</li> <li>• Hyd at 5 diwrnod effeithlonrwydd / diwrnod y trefnwyd i'r safle fod ar gau bob blwyddyn, i'w pennu'n flynyddol.</li> <li>• Bydd gan y rhai ar gontractau Rhan-amser hawl pro rata i'r hyn a nodir uchod.</li> <li>• 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.</li> </ul>	
<b>Pensiwn</b>	Cynllun Pensiwn Llywodraeth Leol ( <a href="https://www.lgpsmember.org/">https://www.lgpsmember.org/</a> )	
<b>Teithio</b>	<p>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.</p> <p>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.</p>	
<b>Sgrinio Iechyd</b>	Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.	

<b>Job description: Senior Examinations Support Assistant</b>	
<b>Maes Rhaglen / Adran</b>	Academic Services, Registry
<b>Main site</b>	Rhos on Sea
<b>Salary</b>	£22,896.73 - £24,919.73 per annum Business Support Scale 4 Points 21 - 24
<b>Contract type</b>	Permanent
<b>Contract terms</b>	Full Time
<b>Reporting to</b>	Examinations Manager
<b>Job purpose</b>	
<p>The Senior Data and Examinations Support Assistant is responsible for providing team support for external and internal examinations in accordance with the regulations laid down by the Joint Council for Qualifications, Awarding bodies, Partner Institutions and the Grŵp Llandrillo Menai network procedures for the conduction of examinations, and support the scheduling and coordination of online testing across all Coleg Llandrillo sites. The postholder will also deputise for the Examinations Officer, Llandrillo as required.</p>	
<b>Main duties and responsibilities</b>	
<p>To coordinate examination registrations with Awarding Bodies and the conducting of examinations in accordance with JCQ regulations and internal examination procedures. To organise examination paperwork, coordinate 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 (where available) and processed to agreed deadlines. To support the Examinations Officer, Llandrillo in the maintenance and development of the Examinations database and to deputise in their absence.</p> <ol style="list-style-type: none"> <li>1. Deputise for the Examinations Officer, Llandrillo as required.</li> <li>2. Support the scheduling and coordination of online testing examinations and facilities and ensure correct operating procedures are maintained for the conducting of online testing across all Llandrillo sites.</li> <li>3. To support the Examinations Officer, Llandrillo in the maintenance and development of the Examinations database.</li> <li>4. 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.</li> <li>5. Ensure the submitting of entries/registrations and other communications to Awarding Bodies in advance of deadlines.</li> <li>6. Work with the Examinations Manager and Examinations Officer, Llandrillo 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.</li> </ol>	

7. 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 Grŵp procedures. Liaise with the SEN coordinator and SEN administrative staff regarding candidates with SEN; applying to awarding bodies for special arrangements for such candidates.
8. Provide assistance in the ongoing development of computer and information systems, electronic data transfer, document archiving and maintenance of written procedures.
9. To be familiar with the Grŵp's registration under the Data Protection Act and all procedures regarding the data handling as laid down by the Awarding Bodies, Partner Institution and JCQ to ensure data is handled accordingly.
10. Collecting and despatching worked scripts in accordance with the regulations and internal procedures.
11. Administer the checking and distribution of certificates.
12. Processing enquiries about results, resit requests, resit fees chargeable and requests for return/remarking of scripts.
13. Liaise with Examinations staff or equivalent at other institutions, Awarding Body staff and attend training events and relevant meetings as appropriate.
14. Keep up to date with the requirements of the role keeping up to date with the latest procedures and regulations for external examinations.
15. Maintain an effective manual and electronic filing system.
16. Undertake examination invigilation as required.
17. Encouraging a positive team culture across the Grŵp and within the Registry Team.
18. Provide administrative support to the team under the guidance their Line Manager as required.
19. Undertake any other duties as agreed with line manager.

Person specification	Essential	Desirable	Assessment method
<b>Qualifications</b>			
Have a relevant IT or Business/Administrative qualification to Level 3 or above.	X		Application form

Be competent in the use of the following Microsoft applications (or equivalent):		X	Application form
<ul style="list-style-type: none"> <li>• Microsoft Excel</li> <li>• Microsoft Word</li> <li>• Microsoft Access</li> <li>• SQL Server</li> </ul>			
<b>Knowledge and experience</b>			
Be able to demonstrate a high degree in the competency in the use of Computer Software dedicated to the storage, processing and analysis of data.	X		Application form
Be able to demonstrate an aptitude for accurate and efficient data analysis.	X		Interview
Have some knowledge of College Funding and/or Examination Procedures.		X	Application form
<b>Skills and attributes</b>			
Be able to work under pressure and work flexibly in order to meet deadlines.	X		Interview
Be able to work on their own initiative and take responsibility for their own duties as necessary.	X		Interview
Have good interpersonal skills and be able to communicate effectively at all levels within the Grŵp network, with the general public and with external agencies.	X		Interview
<b>Additional requirements</b>			
Able to travel between sites as required to fulfil the requirements of the role	X		Application form
<b>Welsh language skills</b>			

<b>Welsh Understanding</b>	Linguistic courtesy	Application form
<b>Welsh Speaking</b>	Linguistic courtesy	Application form
<b>Welsh Literacy</b>	Linguistic courtesy	Application form
<b>Mandatory requirements</b>		
<p>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 - <a href="https://www.gov.uk/dbs-update-service">https://www.gov.uk/dbs-update-service</a>.</p> <p>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.</p>		
<b>Summary of the terms and conditions</b>		
<b>Working hours</b>	37 hours per week	
<b>Working weeks</b>	52 weeks per year	
<b>Annual leave</b>	<ul style="list-style-type: none"> <li>• 28 days leave per annum, rising to 32 days after 5 full holiday years' continuous service (01 September to 31 August).</li> <li>• All normally observed public holidays, determined annually.</li> <li>• Up to 5 days efficiency closure days per annum, determined annually.</li> <li>• Part Time contracts will receive a pro rata entitlement to the above.</li> <li>• Term Time contracts will receive a pro rata entitlement to the above paid as part of annual salary.</li> </ul>	
<b>Pension</b>	Local Government Pension Scheme ( <a href="https://www.lgpsmember.org/">https://www.lgpsmember.org/</a> )	
<b>Travel</b>	<p>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.</p> <p>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.</p>	
<b>Health screening</b>	Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.	