Grŵp Llandrillo Menai

Swydd Ddisgrifiad: TECHNEGYDD GWEITHDY – ADEILADU (RHYL)	
Maes Rhaglen / Adran	Adeiladu, Llandrillo
Prif Safle	Rhyl
Cyflog	£21,428 - £21,898 y flwyddyn Cymorth Busnes Graddfa 3 Pwynt 17-20
Y Math o Gontract	Dros dro - Tymor penodol o 2 flynedd
Telerau'r Contract	Tymor Yn Unig (37 awr x 38 o wythnosau'r flwyddyn)
Yn atebol i	Rheolwr Maes Rhaglen

Prif Ddyletswyddau a Chyfrifoldebau

1. fewn y gyllideb ar gyfer yr holl weithdai sy'n gysylltiedig â'r swydd hon.
2. Sicrhau bod archebion yn gywir ac yn cwrdd â safonau ansawdd yr adran.
3. Gweithio gyda staff perthnasol, cynorthwyo a chynghori dysgwyr i ddewis cydrannau ac eitemau addas wrth iddynt baratoi ar gyfer asesiadau, prosiectau a chystadlaethau yn ôl y gofyn.
4. Ynysu neu roi offer diffygiol/wedi difrodi mewn cwarantin ac atgyweirio neu drefnu gwasanaeth allanol i atgyweirio'r offer.
5. Gwirio gweithrediad a diogelwch offer cyn ei gomisiynu. Comisiynu'r offer a rhoi gwybod i staff a dysgwyr bod yr offer ar gael i'w ddefnyddio ac yn cwrdd â'r safonau rheoleiddio gofynnol.
6. Paratoi defnyddiau, offer ac adnoddau ar gyfer defnydd y dysgwyr pan ofynnir amdanynt gan diwtoriaid, darlithwyr a hyfforddwyr.
7. Gweithio'n agos gyda chyflogwyr i ddatblygu rigiau hyfforddi penodol ar gyfer y diwydiant yn ôl y gofyn.
8. Gweithio gyda Rheolwr y Rhaglen a staff perthnasol i weithredu unrhyw newidiadau i drefn y gweithdy, cyfleusterau ac offer.
9. Cynorthwyo tiwtoriaid, darlithwyr a hyfforddwyr wrth baratoi rigiau dysgu.
10. Sicrhau o ddydd i ddydd bod y gweithdai, yr offer, y teclynnau a'r defnyddiau, gan gynnwys y dull o'u storio a'u pentyrru, yn cydymffurfio â Deddf Iechyd a Diogelwch yn y Gwaith 1974 a sicrhau bod Asesiad Risg yn digwydd yn rheolaidd.
11. Cysylltu â'r staff perthnasol e.e. y Swyddog Iechyd a Diogelwch ynglŷn â chofnodi ac adrodd am ddigwyddiadau yn y gweithdy ac i gael cyngor am arfer da ym maes Iechyd a Diogelwch.
12. Cynorthwyo tiwtoriaid, darlithwyr a hyfforddwyr i gydymffurfio â gweithdrefnau Iechyd a Diogelwch a'u datblygu.
13. Cymryd cyfrifoldeb am ddiogelwch pob maes sy'n gysylltiedig â'r rôl hon yn eitem 1.
14. Paratoi defnyddiau i fyfyrwyr eu defnyddio wrth gael eu hyfforddi a'u hasesu a chynorthwyo tiwtoriaid, myfyrwyr, hyfforddwyr a dysgwyr gyda gweithgareddau ymarferol.
15. Paratoi ardaloedd asesu ac offer ar gyfer asesiadau myfyrwyr yn ôl yr angen.
16. Datgysylltu ymarferion ymarferol ac arbed defnyddiau i'w hailddefnyddio.
17. Gwasanaethu a gwneud gwaith cynnal a chadw ar yr holl beiriannau pŵer symudol a statig (yn cynnwys turnau, peiriannau melino a driliau pilar) gan sicrhau eu bod yn cael eu defnyddio'n effeithiol bob amser gan nodi unrhyw ddiffygion i'r tiwtoriaid, darlithwyr a hyfforddwyr.
18. Gwasanaethu a chynnal a chadw'r holl offer a theclynnau i sicrhau eu bod yn cael eu defnyddio'n effeithiol bob amser.
19. Cadw cofnodion stoc cyfredol o offer a chyfarpar a nwyddau traul ac archebu rhai newydd yn ôl gofyn Darlithwyr, Tiwtoriaid a Hyfforddwyr.

20. Cynnal a chadw cofnodion a gwaith monitro ymarferion yn y gweithdy e.e. Iechyd a Diogelwch, yn cynnwys asesiadau risg a digwyddiadau.
21. Dilyn arferion cynnal a chadw da o fewn meysydd cyfrifoldeb; h.y. ardaloedd gwaith, ardaloedd agored, stordai, ayb, sicrhau amgylchedd glân a diogel ar gyfer yr holl fyfyrwyr, staff ac ymwelwyr o fewn eich cyfrifoldeb.
22. Gweithio gydag aelodau eraill o staff i sicrhau disgyblaeth.
23. Cymryd rhan mewn cyfarfodydd, datblygiad staff a digwyddiadau eraill fel y bo'r galw gan y Rheolwr Maes Rhaglen.
24. Goruchwylio amserlen ddyddiol technegwyr ar brentisiaeth a'u cynorthwyo i gyflawni cymwyseddau angenrheidiol.
25. Cysylltu â Rheolwr y Rhaglen yn gyson ynglŷn ag arferion defnyddio a monitro offer a chyfarpar yn y gweithdai.
26. Cynnal asesiad risg gweithdy ar unrhyw ddarn newydd o offer neu newid yn arferion a defnydd y gweithdy.
27. Cyflawni unrhyw ddyletswyddau eraill o fewn rheswm ar gais Rheolwr y Maes Rhaglen.
28. Dylid nodi bod y Swydd Ddisgrifiad hwn 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 Iechyd a Diogelwch	X		Ffurflen Gais / Cyfweliad
Cymhwyster Cymorth Cyntaf		X	Ffurflen Gais / Cyfweliad
Cymhwyster i ddefnyddio fforch godi		X	Ffurflen Gais / Cyfweliad
Gwybodaeth a Phrofiad			
3 mlynedd neu ragor o brofiad gweithio yn y sector Adeiladu neu AU Adeiladu	X		Ffurflen Gais / Cyfweliad
Profiad o weithio mewn gwahanol sefydliadau yn y diwydiant adeiladu.		X	Ffurflen Gais / Cyfweliad
Profiad o oruchwylio mewn ardal gweithdy /cynnal a chadw		X	Ffurflen Gais / Cyfweliad
Profiad o wneud asesiadau risg yn y gweithle		X	Ffurflen Gais / Cyfweliad
Sgiliau a Phriodweddau			
Sgiliau rhyngbersonol effeithiol	X		Ffurflen Gais / Cyfweliad
Sgiliau cyfathrebu rhagorol	X		Ffurflen Gais / Cyfweliad
Sgiliau TG effeithiol	X		Ffurflen Gais / Cyfweliad
Sgiliau trefniadol effeithiol	X		Ffurflen Gais / Cyfweliad
Gallu gweithio'n effeithiol fel rhan o dîm	X		Ffurflen Gais / Cyfweliad
Gallu defnyddio ystod o dechnegau TGD		X	Ffurflen Gais / Cyfweliad
Gofynion Ychwanegol			
Yn hyblyg ac yn ymatebol i newid	X		Ffurflen Gais / Cyfweliad

Hunan-hyderus	X		Ffurflen Gais / Cyfweliad
Yn frwdfrydig ac a chymhelliant cryf	X		Ffurflen Gais / Cyfweliad
Y gallu i deithio'n unol â gofynion y swydd	X		Ffurflen Gais / Cyfweliad
Y gallu i deithio'n unol â gofynion y swydd	X		Ffurflen Gais / Cyfweliad
Ymrwymiad i gymryd rhan mewn rhaglen datblygu staff fel bod angen/priodol	X		Ffurflen Gais / Cyfweliad
Gallu i gyfathrebu'n effeithiol yn y Gymraeg a'r Saesneg		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	38 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. Rhaid cael y sgriniadau iechyd a ganlyn ar gyfer y swydd hon: (dileu) • Gweithrediad yr Ysgyfaint (Sbirometreg) • Clyw (Awdioleg) • Dirgryniad Braich a Llaw (HAV) a Dirgryniad y Corff Cyfan (WBV) • Croen

Grŵp Llandrillo Menai

Job description: WORKSHOP TECHNICIAN – CONSTRUCTION (RHYL)	
Programme area / Department	Construction
Main site	Rhyl
Salary	£21,428 - £21,898 per annum Business Support Scale 3 Points 17-20
Contract type	Temporary – 2 year fixed term
Contract terms	Term Time Only (37 hours x 38 weeks)
Reporting to	Programme Area Manager

Main duties and responsibilities

1. Make orders with approved suppliers and receive, store, monitor and coordinate all stock materials and ensure stock levels are maintained within budget for all the workshops allocated to this role.
2. Ensure orders are correct and meet the quality requirements of the department.
3. Working with the relevant staff, help and advise learners in the selection of suitable components and items in preparation for assessments, projects and competitions, as appropriate.
4. Isolate or quarantine faulty or damaged equipment and make good or order external services to make the equipment good.
5. Check the operation and safety of equipment before commissioning. Commission the equipment and make staff and learners aware that equipment is in use and meets the required regulatory standards.
6. Preparation of materials, equipment and resources for learners' usage as and when requested by Tutors, Lecturers and Instructors.
7. Work closely with employers to develop industry specific training rigs as and when required.
8. Work with Programme Manager and relevant staff to implement any changes regarding workshop layout, facilities and equipment.
9. Support Tutors, Lecturers and Instructors in the preparation of 'learning rigs'.
10. Ensure on a day to day basis that workshops, tools, equipment and materials including storage and and stacking comply with all safety requirements and those of the Health & Safety at Work Act 1974 and regular Risk Assessment is carried out.
11. Liaise with relevant staff e.g. H&S Officer regarding reporting and recording of workshop incidents and to ascertain general H&S good practice advice.
12. Support Tutors, Lecturers and Instructors in the development and continued compliance of Health and Safety procedures.
13. Assume responsibility for security of all workshop areas allocated to this role in item 1.
14. Prepare materials for students to use during training and assessment assisting Tutors, Lecturers, Instructors and learners with practical activities.
15. Prepare assessment areas and equipment for student assessment as required.
16. Dismantle practical exercises and salvage material for re-use.
17. Carry out routine servicing and maintenance of all portable power and static machines (including lathes, milling machines & pillar drills) ensuring their effective use at all times reporting any defects to tutors, lecturers and Instructors.
18. Service and maintain all hand tools and equipment to ensure effective use at all times.
19. Maintain up to date stock records of tools, equipment and consumables and order new as required by Lecturers, Tutors and Instructors.

20. Maintain documentation recording and monitoring regarding workshop practices e.g. Health & Safety including risk assessments and incidents.
21. Maintain good housekeeping practice within the areas of responsibility; i.e. working areas, open areas, stores, etc. ensuring a clean safe working environment for all students, staff and visitors within your area of responsibility.
22. Working with other staff to ensure student discipline is maintained.
23. Take part in meetings, staff development & other staff events as requested by the Programme Area Manager.
24. Supervise the daily schedule of apprentice technicians to support them in achieving their required competencies.
25. Liaise with the Programme Manager on a regular basis regarding the implementation and monitoring practices of equipment and apparatus within workshops.
26. Perform workshop risk assessments for any new equipment and changing workshop usage and practices.
27. Perform any other duties, which may be reasonably requested by the Programme Area Manager.
28. 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			
Health and safety Qualifications	X		Application form / Interview
First Aid Qualification		X	Application form / Interview
Qualified to operate a forklift		X	Application form / Interview
Knowledge and experience			
3 or more years of experience of working in the Construction or FE Construction sector	X		Application form / Interview
Experience of working in different establishments within the construction industry		X	Application form / Interview
Supervisory responsibility in workshop area/operations and maintenance		X	Application form / Interview
Experience of undertaking risk assessments in the workplace		X	Application form / Interview
Skills and attributes			
Effective interpersonal skills	X		Application form / Interview
Excellent communication skills	X		Application form / Interview
Effective IT Skills	X		Application form / Interview
Organisational skills	X		Application form / Interview
Able to work effectively as part of a team	X		Application form / Interview

Able to use a range of IT techniques		X	Application form / Interview
Additional requirements			
Flexible and responsive to change	X		Application form / Interview
Self-confident	X		Application form / Interview
Enthusiastic and self-motivated	X		Application form / Interview
Able to travel as required to fulfil the requirements of the role	X		Application form / Interview
Ability to communicate effectively in both Welsh and English		X	Application form / Interview
Commitment to undertake the Staff Development programme as required/relevant		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	38 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. This post is subject of the following health screening: • Lung function (Spirometry) • Hearing (Audiology) • Hand Arm Vibration (HAV) and Whole Body Vibration (WBV) • Skin