

### Gwybodaeth bellach / Additional information

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| <b>Teitl y Swydd /<br/>Title of Post</b>                                                                  | <b>Technegydd Trin Gwallt</b><br><br><b>Hairdressing Technician</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Cyfadrann /<br/>Faculty</b>                                                                            | <i>Diwydiannau Gwasanaeth, Bangor</i><br><i>Service Industries Bangor</i>                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Math o Gytundeb /<br/>Contract Type</b>                                                                | <i>Rhan amser a delir wrth yr awr</i><br><i>Hourly Paid, Part time</i>                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Pwrpas y swydd<br/>(Pwnc/Lefel y cwrs)</b><br><br><i>Job purpose<br/>(Subject/Level to be taught )</i> | <b>Darparu cymorth technegol a gweinyddol cyffredinol mewn perthynas â chyfleusterau dysgu a hyfforddi, cynnal a pharatoi'r cyfarpar a'r deunyddiau a'r adnoddau arbenigol perthnasol, a rhoi cefnogaeth i'r staff addysgu yn ystod sesiynau ymarferol.</b><br><br><b>To provide technical and general administrative assistance for learning and training facilities, maintaining and preparing relevant equipment, materials and specialist resources and supporting teaching staff during practical sessions</b> |
| <b>Patrwm gwaith y swydd /<br/>Working pattern of Post</b>                                                | <i>Dydd Llun / Monday 12-3pm 3.0</i><br><br><i>Dydd Mercher / Wednesday 4-7.30pm 3.5</i><br><br><i>Dydd Iau / Thursday 4-7.30pm 3.5</i>                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Nifer o oriau sydd ar gael /<br/>Number of Hours available</b>                                         | <i>10 awr yr wythnos / per week</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Lleoliad gwaith /<br/>Place of work</b>                                                                | <i>Friars Bangor</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Hawliau pensiwn /<br/>Pension rights</b>                                                               | Cynllun Pensiwn Llywodraeth Leol /<br>Local Government Pension Scheme                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Sut i geisio am y swydd<br/>How to apply for the post</b>                                              | Cwblhau Ffurflen Gais os gwelwch yn dda<br><i>Please complete an application form</i>                                                                                                                                                                                                                                                                                                                                                                                                                               |

## **SWYDD DDISGRIFIAD**

**SWYDD:**                   **TECHNEGYDD TRIN GWALLT**

**STATWS:**               **RHAN AMSER, TAL YR AWR**

**CYFLOG:**               **GRADDFA 3 - £12.12 - £12.97 YR AWR  
(SY’N CYNNWYS HAWL GWYLIAU)**

**ADRAN:**               **GWASANAETHAU CWSMER – ADDYSG BELLACH,  
CAMPWS BANGOR, SAFLE FRIARS**

### **Y PRIF GYFRIFOLDEBAU A DYLETSWYDDAU:**

Darparu cymorth technegol a gweinyddol cyffredinol mewn perthynas â chyfleusterau dysgu a hyfforddi, cynnal a pharatoi’r cyfarpar a’r deunyddiau a’r adnoddau arbenigol perthnasol, a rhoi cefnogaeth i’r staff addysgu yn ystod sesiynau ymarferol

### **PARATOI AT WERSI YMARFEROL**

1. Cael cyfarwyddiadau gan Bennaeth y Maes Rhaglen / Darlithwyr ynglŷn â’r hyn sydd ei angen ar gyfer dosbarthiadau penodol.
2. Cysylltu â darlithwyr unigol i wybod beth yn union sydd ei angen ar gyfer sesiynau ymarferol.
3. Cyflawni’r gwaith paratoi angenrheidiol, gan gynnwys llungopïo ac argraffu deunyddiau addysgol.
4. Cyn i’r sesiwn ymarferol gychwyn, paratoi deunyddiau, tyweli, a chynhyrchion i’w defnyddio yn ddiogel gan ddefnyddwyr. Ar ddiwedd pob sesiwn, glanhau a pharatoi at y sesiwn nesaf.
5. Bod yn batrwm o arfer da i fyfyrwyr bob amser, gan gynnwys gwisgo offer amddiffyn personol yn gywir, a dwyn sylw’r staff dysgu at unrhyw arferion peryglus gan y myfyrwyr yn ystod sesiynau ymarferol.
6. Gofalu bod yr holl weithfannau’n ddiogel, yn daclus, yn lân a heb beryglon na rhwystrau i staff, myfyrwyr nac ymwelwyr, a bod pobman yn cydymffurfio â’r rheoliadau iechyd a diogelwch bob amser.

## **DARPARU CYFARPAR ARBENIGOL**

7. Canfod a oes angen unrhyw offer arbenigol, tyweli neu adnoddau mewn gwersi.
8. Sicrhau fod tyweli wedi eu golchi a'i sychu gan ddefnyddio'r peiriannau golchi masnachol yn y golchdy, i sicrhau fod cyflenwad parhaol o dyweli glan ar gael ar gyfer y salon.
9. Gosod yr adnoddau yn eu lle mewn mannau addysgu ymarferol ac ystafelloedd dosbarth, a sicrhau eu bod yn gweithio'n iawn, yn ddiogel ac yn effeithlon.

## **CYNNAL A THRWSIO CYFARPAR**

10. Cynnal, trwsio a gofalu'n gyffredinol am beiriannau, cyfarpar, offer ac adnoddau arbenigol eraill, yn ôl y galw, er mwyn gallu eu defnyddio'n ddiogel.
11. Llenwi dogfennau perthnasol, gan gynnwys dogfennau'n ymwneud â chynnal offer a pheiriannau, a'u gwirio cyn i neb eu defnyddio.
12. Rhoi gwybod am ddiffygion ar offer a pheiriannau a allai eu gwneud yn anaddas i'w defnyddio, cywiro'r diffygion pan fo'n bosibl, a hysbysu Pennaeth y Maes Rhaglen / Staff Dysgu ynghylch pa rannau sydd angen eu hadnewyddu neu eu trwsio.

## **STORFEYDD**

13. Rheoli'r drefn o fenthyg, defnyddio a dychwelyd pan yn briodol mân offer, tyweli a chynhyrchion a gafwyd o'r storfeydd.
14. Rhoi gwybod i Bennaeth y Maes Rhaglen am unrhyw gyflenwadau sy'n prinhau neu anghenion eraill.
15. Wirio'r deunyddiau a'r offer ar gyfer sesiynau dysgu gyda'r staff dysgu drwy ddilyn y prosesau cywir (ee. Trefn cyflenwi) a'i chydod yn barod yn y salon ar gyfer dosbarthiadau.
16. Gwirio'r stoc yn gyson dan arweiniad / dymuniad y Rheolwr Maes Rhaglen.

## **DATBLYGU'R SALON**

17. Cynorthwyo i gynnal safonau uchel a chyflwyno gwelliannau lle bo modd, yn unol â'r swydd.

## **CYFFREDINOL**

18. Cyflawni unrhyw ddyletswyddau rhesymol eraill, ar gais Pennaeth y Maes Rhaglen.

19. Magu gwybodaeth gyfoes ac ymgymryd â datblygiad proffesiynol parhaus er mwyn cydymffurfio â safonau diwydiant ac arferion da.
20. Delio ag ymholiadau cyffredinol o fewn yr Adran.
21. Cydymffurfio â pholisïau, rheoliadau, prosesau a threfnau'r Safle.
22. Cynnal perthynas weithio dda gyda phawb, a chymryd rhan weithredol yng nghyfarfodydd yr Adran.
23. Dilyn rheoliadau COSHH o ran defnyddio a storio sylweddau sy'n beryglus i iechyd.
24. Gweithio'n unol â'r rheolau lechyd a Diogelwch bob amser, gan ddilyn arferion gweithio da.

#### **MANYLION DEILIAD Y SWYDD:**

##### **Gofynion Hanfodol:**

1. NVQ Lefel 2 (neu gyfwerth) mewn amgylchedd gwasanaeth cwsmer
2. Profiad diwydiannol perthnasol
3. Brwdfrydedd ac agwedd gadarnhaol at gydweithio gyda gwahanol aelodau'r tîm
4. Ymroddiad i ddatblygu darpariaeth o'r radd flaenaf
5. Gallu cyfathrebu ar bob lefel
6. Sgiliau trefniadol rhagorol
7. Cymhwyster lechyd a Diogelwch / COSHH / neu wybodaeth gyfoes am y rheoliadau lechyd a Diogelwch diweddaraf
8. Sgiliau rheoli amser
9. Agwedd ystwyth at weithio
10. Gallu gweithio o'ch pen a'ch pastwn eich hun
11. Mae'r gallu i gyfathrebu yn y Gymraeg a'r Saesneg yn hanfodol

##### **Gofynion Dymunol:**

1. NVQ Lefel 3 mewn maes sy'n berthnasol i waith yr Adran
2. Cymhwyster Cymorth Cyntaf
3. Profiad blaenorol o weithio yn y maes trin gwallt a harddwch.

**JOB DESCRIPTION**

**POST:**                   **HAIRDRESSING TECHNICIAN**

**STATUS:**               **PART TIME, HOURLY PAID**

**GRADE:**               **Grade 3 - £12.12 - £12.97 per hour  
(inclusive of holiday pay)**

**SECTION:**           **Customer Services – FE  
Safle Friars, Campws Bangor**

**MAIN DUTIES AND RESPONSIBILITIES:**

**To provide technical and general administrative assistance for learning and training facilities, maintaining and preparing relevant equipment, materials and specialist resources and supporting teaching staff during practical sessions**

**PREPARATION FOR PRACTICAL CLASSES**

1. Receive instructions from Head of Programme/teaching staff regarding requirements for individual classes.
2. Liaise with individual Teaching staff as to particular needs for practical sessions.
3. Complete any preparatory work necessary including photocopying and printing of educational resources.
4. Prior to practical sessions, prepare any required equipment, towels, and products for safe handling by users. At the end of each practical session, clean and prepare for next session.
5. Provide an example to students at all times of good working practises including correct use of PPE and draw attention to any unsafe working practises to the teaching staff during practical sessions.
6. Maintain all working areas as a safe, tidy and clean working environment, free from hazards and obstacles for staff, students and visitors within the department, ensuring that all areas comply with health and safety guidelines at all times.

### **PROVISION OF SPECIALIST EQUIPMENT**

7. Ascertain whether any specialist equipment, towels or resources are required during classes.
8. Ensure all towels are washed and dried using the commercial laundry equipment in the laundry, so there is a constant stock of clean towels for the salons.
9. Set up and ensure resources are fit for use, operating safely, correctly and efficiently in practical teaching areas and classrooms.

### **10. MAINTAINANCE AND REPAIR OF EQUIPMENT**

11. Maintain, repair and general up-keeping of equipment, tools and other specialist resources as required to a safe operational level.
12. Complete documentation including maintenance and pre-user checks where necessary.
13. Report and where possible, diagnose any equipment faults which could render item not fit for purpose and advise Head of Programme / teachings staff as to the need for parts and repairs.

### **14. STORES**

15. Control the issue, usage and where necessary the return of equipment, towels and products from stores when required.
16. Report any stock shortage or requirements to Head of Programme.
17. Check the required materials and equipment required for the teaching sessions with the teaching staff by following correct procedures (including issue procedures) and set up in the salons ready for classes
18. Carry out regular stock checks as requested by programme manager

### **19. SALON DEVELOPMENT**

20. Assist to maintain quality standards and where possible develop improvements as appropriate to the post

### **21. GENERAL**

22. Perform any other duties which may be reasonably requested by the Head of Programme.

23. Undertake relevant updating of knowledge and continuous professional development to comply with industry standards and best practise.
24. Deal with general departmental enquiries.
25. Comply with policies, site regulations systems and procedures.
26. Maintain suitable working relations, including active participation in departmental meetings.
27. Adhere to COSHH requirements in relation to the safe use and storage of substances hazardous to health.
28. Work within the Health and Safety requirements at all times and provide an example of good working practises.

**29. PERSON SPECIFICATION:**

**Essential Qualities:**

1. NVQ level 2 or equivalent in a customer services environment
2. Relevant practical experience in stock control and housekeeping
3. Enthusiasm and positive attitude to work with a cross section of team members.
4. Commitment to the development of quality provision.
5. Ability to communicate at all levels.
6. Excellent organisational skills
7. Good IT skills
8. Awareness of Health and Safety / COSHH / understanding of H&S current regulations
9. Time management skills
10. Flexible attitude to work
11. Able to work independently
12. The ability to communicate effectively through the medium of Welsh and English.

**Desirable Qualities:**

13. NVQ level 3 or equivalent in a customer services environment
14. First aid qualification
15. Previous experience working within the Hairdressing and Beauty industry