

**SWYDD:** CYNORTHWY-YDD GWEINYDDOL (RHAN AMSER)

**ORIAU GWAITH:** 30 AWR YR WYTHNOS (0.8108)

**LLEOLIAD:** CAMPWS PWLLHELI

**CYFLOG:** Graddfa 3, £15,029 - £16,093 y flwyddyn  
(£18,536 - £19,849 ar sail llawn amser)

**GWYLIAU:** 28 diwrnod yn cynyddu i 32 diwrnod pro  
rata ar ôl 5 mlynedd o flynyddoedd gwyliau  
llawn.

#### PWRPAS Y SWYDD

Bydd deiliad y swydd yn darparu cefnogaeth gweinyddol i'r Pennaeth Cynorthwyol ac i Rheolwyr Meysydd Rhaglen: Y Celfyddydau, Cyfryngau, Iechyd a Gofal ac Adeiladwaith a Pheirianeg ar safle Pwllheli.

#### PRIF DASGAU

1. Cynorthwyo y Pennaeth Cynorthwyol i drefnu digwyddiadau fel Nosweithiau Rhieni; Nosweithiau Agored; Digwyddiadau dathlu llwyddiannau myfyrwyr.
2. Cynorthwyo y Pennaeth Cynorthwyol i gasglu a paratoi deunyddiau marchnata e.e. arddangosfeydd ar y safle, trefnu straeon i papurau bro a cyd-lynu gyda'r adran farchnata ar straeon llwyddiant safle Pwllheli.
3. Cynorthwyo y Pennaeth Cynorthwyol i sicrhau fod ystafelloedd a'r safle yn daclus ac yn cydymffurfio gyda anghenion Iechyd a Diogelwch.
4. Cynorthwyo gyda gwaith gweinyddol cyffredinol ar y safle megis cyfro'r dderbynfa (yn cynnwys gweithredu y til arian); cofnodi mewn cyfarfodydd e.e. rhai safle, cyfarfodydd meysydd Rhaglen.
5. Cynorthwyo i fonitro'r drefn ansawdd o fewn Maes Rhaglen e.e. trefnu arsylwadau dysgu, paratoi adroddiadau data syml.
6. Cynorthwyo'r Rheolwr Maes Rhaglen i amserlennu cyrsiau o fewn yr adran a mewnbynnu'r wybodaeth ar system TG.
7. Cynorthwyo'r Rheolwr Maes Rhaglen i fonitro'r gyllideb o fewn y maes rhaglen a defnyddio system gyllid y coleg i greu archebion a phrosesu treuliau o fewn y maes rhaglen.
8. Cydlynu gweithgareddau/tripiau o fewn Meysydd Rhaglen gan sicrhau bod asesiadau risg wedi eu cwblhau.
9. Ymgymryd ag unrhyw ddyletswyddau eraill, ar gais y rheolwr atebol



## ***JOB DESCRIPTION***

<b>POST:</b>	<b>ADMINISTRATIVE ASSISTANT (PART TIME)</b>
<b>HOURS OF WORK:</b>	<b>30 HOURS PER WEEK (0.8108)</b>
<b>LOCATION:</b>	<b>PWLLHELI CAMPUS</b>
<b>SALARY:</b>	<b>GRADE 3, £15,029 - £16,093 per Annum (£18,536 - £19,849 based on Full Time)</b>
<b>HOLIDAYS</b>	<b>28 days rising to 32 days pro rata after 5 full holidays years.</b>

### **JOB PURPOSE**

The post holder will provide administrative support to the Assistant Principal and Programme Area Managers: Arts, Media, Health and Care and Construction and Engineering at the Pwllheli site.

### **MAIN TASKS**

1. Assist the Assistant Principal to arrange events such as Parents Evenings; Open Evenings; Events to celebrate student achievements.
2. Assist the Assistant Principal to collect and prepare marketing materials e.g. on-site displays, organizing stories for papurau bro and co-ordinating with the marketing department on the success stories of learners from the Pwllheli site.
3. Assist the Assistant Principal to ensure that rooms and the site are tidy and comply with Health and Safety requirements.
4. Assist with general administrative work on the site such as the reception desk (including the implementation of the cash till); minute meetings e.g. Site, Programme area meetings.
5. Assist in monitoring the quality process within the Programme Area e.g. organise learning observations, prepare simple data reports.
6. Assist the Programme Area Manager to timetable courses within the area and input the information on college IT system.
7. Assist the Programme Area Manager to monitor the budget within the program area and use the college's finance system to make orders and process invoices within the program area.
8. Co-ordinate activities / trips within Program Areas ensuring that risk assessments are completed.
9. Undertake any other duties, at the request of the line manager.

**MANYLEB PERSON**  
**PERSON SPECIFICATION**

**SWYDD / POST**                      **CYNORTHWY-YDD GWEINYDDOL (PART TIME)**  
**ADMINISTRATIVE ASSISTANT (PART TIME)**

**LLEOLIAD / LOCATION**        **PWLLHELI**

**MEINI PRAWF DEWIS / SELECTION CRITERIA****CYMWYSTERAU / QUALIFICATIONS****ANGENRHEIDIOL**

- Yn meddu ar gymwystrau Lefel 3 neu uwch

**DYMUNOL**

- Cymwystrau lefel uwch mewn gweinyddiaeth e.e. HDAP, CGC, FdA

**ESSENTIAL**

- *Qualifications at Level 3 or above*

**DESIRABLE**

- *Higher level administrative qualifications e.g. HDAP, NVQ, FdA*

**GWYBODAETH A PHROFIAD / KNOWLEDGE AND EXPERIENCE****ANGENRHEIDIOL**

- Profiad gweinyddol perthnasol diweddar mewn sefydliad prysur gan gynnwys gwasanaeth wyneb yn wyneb a chwsmeriaid.
- Gwybodaeth weithredol o becynnau meddalwedd TG yn cynnwys Word ac Excel

**DYMUNOL**

- Profiad o baratoi a phrosesu archebion
- Profiad o ddefnyddio systemau bas-data cyfrifiadurol
- Profiad o ddarparu adroddiadau cyfrifiadurol

**ESSENTIAL**

- *Recent relative administrative experience in a busy environment including face to face contact with customers*
- *Working knowledge of IT software packages including Word and Excel*

**DESIRABLE**

- *Experience of preparing and processing invoices*
- *Experience of using computerised database systems*
- *Experience of preparing computerised reports*

## **SGILIAU A NODWEDDION PERSONOL / SKILLS AND PERSONAL ATTRIBUTES**

### **ANGENRHEIDIOL**

- Sgiliau cyfathrebol da yn ysgrifenedig ac ar lafar – yn cynnwys gallu dwyieithog yn y Gymraeg a'r Saesneg
- Sgiliau trefniadaethol da gan gynnwys y gallu i flaenoriaethu llwyth gwaith
- Ymrwymiad i ddarparu gwasanaeth o safon i gwsmeriaid
- Y gallu i gadw cyfrinachedd bob amser ac i fod yn ddoeth a diplomyddol
- Hyblygrwydd i gyfarfod ac anghenion llwyth gwaith ac i fedru gweithio, ar adegau, dan bwysau .

### **ESSENTIAL**

- *Good oral and written communication skills - including a bilingual ability in Welsh and English*
- *Good organisational skills including the ability to prioritise own workload*
- *Commitment to the provision of quality service to customers*
- *Ability to maintain confidentiality at all times and to be tactful and diplomatic.*
- *Flexibility to meet the workload and to be able to work, at times, under pressure*

### **DYMUNOL**

- Trwydded yrru lân a'r defnydd o drafnidiaeth bersonol

### **DESIRABLE**

- *Clean driving licence and access to own transport*