

SWYDD DDISGRIFIAD

SWYDD: CYNORTHWYDD GWEINYDDOL

**STATWS: LLAWN AMSER, PARHAOL
(37 AWR YR WYTHNOS)**

**GRADDFA: GRADDFA 3, PWYNTIAU 17–20
£19,980 - £21,395 Y FLWYDDYN**

LLEOLIAD: LLANGEFNI

YN ATEBOL I'R:

Rheolwr y Maes Rhaglen ym maes Peirianneg

PRIF BWRPAS

Darparu cefnogaeth weinyddol gyfrinachol i'r meysydd rhaglen.

PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU:

1. Datblygu a chynnal systemau a gweithdrefnau monitro'r canlynol, gan weithio'n agos gyda'r tîm rheoli:
 - a) amserlenni, hawliadau cyflog a chyllideb staff rhan-amser
 - b) ceisiadau staff am dâl goramser, a hawliadau a chofnodion TOIL
 - c) cyllidebau ar gyfer nwyddau traul
 - d) trefnu cyfarfodydd a chymryd cofnodion
 - e) trefnu a phrosesu adolygiadau perfformiad, sesiynau arsylwi a thrafodaethau proffesiynol
 - f) archebu offer a chyfarpar ac ati, a chofnodi hynny'n briodol
 - g) cynorthwyo i gasglu deunyddiau marchnata
 - h) cynorthwyo i drefnu digwyddiadau, rhai rheolaidd a digwyddiadau unigryw
archebu ystafelloedd
 - i) gwaith cysylltu sydd ynghlwm â chyfarfodydd/partneriaethau mewnol ac allanol
 - j) casglu taflenni amser staff ar gyfer prosiectau penodol
 - k) Cofrestru dysgwyr gyda'r cyrff dyfarnu fel bo'r angen.

2. Cadw cofnodion cyfredol o fanylion staff llawn amser a rhan amser, yn

cynnwys ffurflenni cais, sesiynau cynefino, yr adolygiad 3 mis a chofnodion cyfnod prawf, cofnodion gwerthuso a datblygiad staff.

3. Datblygu a chynnal systemau ffeilio amrywiol, a sicrhau y gall y gweithwyr priodol gael gafael ar wybodaeth yn rhwydd.
4. Bod yn gyswllt rheng flaen â chwsmeriaid allanol posibl ac â chwsmeriaid cyfredol, rhieni, myfyrwyr, ac eraill, a delio â chyfathrebiadau mewnol.
5. Trefnu a chofnodi cyfarfodydd ar gais y tîm rheoli.
6. Ymdrin â'r holl bost a dderbynnir ac a anfonir gan y maes rhaglen, a sicrhau ei fod yn cael ei ddsbarthu'n ddiymdroi ac yn effeithlon.
7. Sicrhau bod cysylltiadau cyfathrebu effeithiol yn cael eu cynnal gyda'r dderbynfa/adran weinyddol a staff y gofrestrfa.
8. Sicrhau bod ethos dwyieithog ac amlddiwylliannol y Coleg yn cael ei gynnal a'i ddatblygu drwy gyfrwng negeseuon ac adnoddau.
9. Rheoli dyddiaduron ac apwyntiadau'r tîm rheoli, a threfnu bod rheolwr ar ddyletswydd yn ystod gwyliau.
10. Cynorthwyo gyda gweithgareddau marchnata a recriwtio'r Coleg, a chymryd rhan mewn dyddiau/nosweithiau agored, digwyddiadau recriwtio ac ati.
11. Sicrhau cydymffurfio â deddfwriaeth berthnasol ym mhob agwedd ar ddyletswyddau deiliad y swydd - Diogelu Data, Iechyd a Diogelwch.
12. Cyflawni dyletswyddau eraill perthnasol ar gais y Pennaeth Cynorthwyol neu reolwr perthnasol.

MANYLEB DEILIAD Y SWYDD - CYNORTHWYDD GWEINYDDOL

	Hanfodol	Dymunol
Cymwysterau	Yn meddu ar Gymhwyster Lefel 3 neu uwch mewn pwnc sy'n cynnwys y sgiliau a'r wybodaeth sy'n ofynnol yn y swydd hon. Agwedd gadarnhaol tuag at ddysgu gydol oes a datblygiad proffesiynol parhaus.	Cymwysterau proffesiynol perthnasol i'r swydd.
Profiad	<ol style="list-style-type: none"> 1. Gweinyddu swyddfa 2. Gwasanaeth i Gwsmeriaid 3. Systemau Technoleg Gwybodaeth 4. Y Rhyngrwyd ac e-bost 5. Systemau Gwybodaeth Reoli 6. Systemau ariannol 	Tair blynedd o brofiad o weithio mewn swydd weinyddol mewn sefydliad mawr. Gweithio mewn ysgol neu amgylchedd addysg ôl 16. Defnyddio a gweithio gyda system mewn rwyd cwmni.
Sgiliau cyffredinol	Sgiliau TG o'r radd flaenaf yn cynnwys prosesu geiriau, taenlenni a systemau ariannol (prynu nwyddau yn benodol). Sgiliau rhyngpersonol da. Sgiliau cyfathrebu da. Sgiliau trefnu da.	Hyfedr gyda Microsoft Office a Google Docs.
Nodweddion personol	Y gallu i gadw cyfrinachedd. Y gallu i weithio'n annibynnol ac i gymryd cyfrifoldeb am flaenoriaethu llwyth gwaith personol. Y gallu i weithio'n effeithiol mewn tîm. Yn gallu ymateb i geisiadau mewn modd amserol. Y gallu i gynllunio gwaith a rheoli amser yn effeithiol a gallu bod yn hyblyg. Y gallu i weithio o dan bwysau a chwblhau gwaith mewn pryd. Yn cadw at safonau proffesiynol a moesegol uchel.	Yn gallu cefnogi dysgwyr a'u cyfeirio at y staff neu'r gwasanaethau priodol. Y gallu i weithio mewn amgylchedd sy'n cynnwys dysgwyr heriol, ar adegau. Y gallu i roi cymorth i ddysgwyr gan barchu cyfrinachedd ac ymateb i'w hanghenion nhw yn unol â pholisïau diogelu ac atal radicaleiddio.

Sgiliau ieithyddol	Y gallu i gyfathrebu'n effeithiol yn y Gymraeg a'r Saesneg, yn cynnwys yn ysgrifenedig.	Yn meddu ar yr hyder i ysgrifennu negeseuon e-bost a llythyrau dwyieithog i'w hanfon at unigolion yn y coleg a phobl allanol.
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JOB DESCRIPTION

- POST: ADMINISTRATIVE ASSISTANT**
- STATUS: FULL TIME, PERMANENT
(37 HOURS PER WEEK)**
- GRADE: SCALE 3, POINTS 17 - 20
£19,980 - £21,395 PER ANNUM**
- LOCATION: LLANGEFNI**

LINE MANAGEMENT ACCOUNTABILITY TO:

Programme Area Manager for Engineering

KEY PURPOSE

To provide confidential administrative support to programme areas.

MAIN DUTIES AND RESPONSIBILITIES:

1. To develop and maintain systems and procedures for the monitoring of the following, working closely with the management team:
 - a) part time staff schedules of work, pay claims and budget
 - b) staff overtime requests and claims and toil records
 - c) consumable budgets
 - d) arranging and minuting meetings
 - e) arranging and processing performance reviews, observations & professional discussions
 - f) ordering stationery, equipment etc and logging appropriately
 - g) assisting in collating promotional material
 - h) assisting with organising events, both scheduled and bespoke room bookings
 - i) liaising regarding internal and external meetings/partnerships
 - j) collating staff timesheets for specific projects
 - k) Registering learners with awarding bodies as needed.

2. To keep up-to-date records of all full and part-time staff details including application forms, induction, 3-month review and probation records, appraisal and staff development records.
3. To develop and maintain a variety of filing systems to ensure that information can be retrieved easily by appropriate personnel.
4. To provide front line customer contact with external potential and existing clients, parents, students, and others and to deal with internal communications.
5. To organise and minute meetings as required by the management team.
6. To handle all postal communications in and out of programme areas and ensure they are distributed promptly and efficiently.
7. To ensure effective communication links are maintained with reception/admin and registry staff.
8. To ensure that the bilingual and multi-cultural ethos of the College is maintained and developed via communications and resources.
9. To manage the diaries and appointments of the management team and ensure management coverage over holiday periods.
10. To assist in the marketing and recruitment activities of the College and participate in open day/evenings, recruitment events, etc.
11. Ensures compliance with relevant legislation – Data Protection, Health & Safety in all aspects of the post holder's duties.
12. To carry out any other related duties as requested by the Assistant Principal or relevant manager.

PERSON SPECIFICATION – ADMINISTRATIVE ASSISTANT

	Essential	Desirable
Qualifications	<p>Minimum of a Level 3 qualification in a subject that incorporates the knowledge and skills required in this role.</p> <p>A positive attitude to lifelong learning and Continuous Professional Development.</p>	Professional qualifications for the role.
Experience	<ol style="list-style-type: none"> 1. Office administration 2. Customer Service 3. IT Systems 4. Internet and email 5. Management Information Systems 6. Financial Systems 	<p>3 years experience of an administrative role in a large organisation.</p> <p>Working in a school or post 16 education environment.</p> <p>Working with a company intranet system.</p>
General Skills	<p>Well-developed I.T. skills including Word Processing, Spreadsheets and Financial Systems (specifically purchasing).</p> <p>Good interpersonal skills.</p> <p>Good communication skills.</p> <p>Good personal organisational skills.</p>	Competent with Microsoft Office and Google Docs.
Personal attributes	<p>Able to maintain confidentiality.</p> <p>Able to work on own initiative and take responsibility for prioritising own workload.</p> <p>Able to work effectively as part of a team.</p> <p>Able to respond to requests in a timely manner.</p> <p>Able to plan work and manage time effectively yet be flexible.</p> <p>Able to work under pressure and meet deadlines.</p> <p>Able to maintain high professional and ethical standards.</p>	<p>Able to support learners and refer to appropriate staff or services.</p> <p>Able to work in an environment with, at times, challenging learners.</p> <p>Able to support learners in confidence and respond to their needs according to prevent and safeguarding policies.</p>
Linguistic Skills	Able to communicate effectively in both Welsh and English, including writing.	Confident to write bilingual e-mails and letters to both internal and external recipients.