Swydd Ddisgrifiad: Cynghorwr Myfyrwyr	
Maes Rhaglen / Adran	Gwasanaethau i Ddysgwyr CL
Prif Safle	Rhos
Cyflog	£13,082.87 - £15,370.17 y flwyddyn Cymorth Busnes Graddfa 3 - 4 Pwynt 17 - 24
Y Math o Gontract	Parhaol
Telerau'r Contract	Rhan Amser – 29 awr yr wythnos (Dydd Mawrth, Mercher, Iau & Gwener)
Yn atebol i	Rheolwr Gwasanaethau i Ddysgwyr CL

Pwrpas y Swydd

Darparu gwasanaeth cynghori a chefnogi effeithiol, effeithlon a chyfeillgar i ddarpar fyfyrwyr a dysgwyr sy'n astudio yng Ngholeg Llandrillo. Bydd y dyletswyddau'n cynnwys gweithio wrth ddesg gymorth gan gynorthwyo dysgwyr sydd mewn perygl o ymddieithrio, darparu cymorth a'u cyfeirio fel y bo briodol, darparu gwybodaeth ac arweiniad ar amrediad o ddarpariaethau a gwasanaethau ariannol i fyfyrwyr, gweinyddu cronfeydd cyllid myfyrwyr, derbyn a chofnodi ceisiadau gan fyfyrwyr am wasanaethau ariannol, mewnbynnu a chadw cofnodion o ddata.

Byddwch yn gallu dangos bod gennych brofiad o weithio mewn swydd sy'n canolbwyntio ar gwsmeriaid a bydd arnoch angen sgiliau TG da. Mae'n hanfodol fod gennych sgiliau gwasanaethu cwsmeriaid a chyfathrebu o'r radd flaenaf. Mae'r gallu i fod yn hyblyg a gweithio mewn amgylchedd deinamig yn hanfodol.

Prif Ddyletswyddau a Chyfrifoldebau

1. Ymateb yn brydlon ac effeithiol i bob ymholiad ynghylch gwasanaethau cefnogi'r coleg a sicrhau bod y rhai sy'n holi'n derbyn gwybodaeth gywir yn brydlon ac mewn modd proffesiynol a chyfeillgar.
2. Gweinyddu systemau a gweithdrefnau cynhwysfawr er mwyn darparu gwasanaethau cyfeillgar ac effeithlon i ddysgwyr a darpar fyfyrwyr yng Ngholeg Llandrillo.
3. Ymateb yn briodol i ymholiadau.
4. Gweithio fel brocer diduedd ar ran dysgwyr sy'n derbyn cefnogaeth gan asiantaethau allanol.
5. Darparu gwasanaeth personol i ymgeiswyr, cynnal cyfrinachedd a thrin gwybodaeth yn unol â Pholisïau'r Coleg o ran Gwarchod Data a pholisïau a gweithdrefnau Rhyddid Gwybodaeth.
6. Hyrwyddo Cynllun Lles Grŵp Llandrillo Menai.
7. Darparu gwybodaeth a chyngor cynhwysfawr ar yr ystod o gymwysterau, cyrsiau a chyfleoedd hyfforddiant a gynigir gan y coleg.
8. Cefnogi'r holl weithgareddau recriwtio a'r gwaith o hyrwyddo darpariaeth y coleg mewn nosweithiau agored a digwyddiadau gyrfaoedd.
9. Cefnogi'r cyfnod o bontio rhwng ysgol a'r coleg neu/a chyfleoedd hyfforddi drwy gysylltu ag ysgolion, awdurdodau addysg lleol a staff Gyrfa Cymru.
10. Gweinyddu'r broses ymgeisio, cyfweld a chynnig llefydd yn unol â'r Polisi Derbyn.
11. Gweinyddu a chynnal cofnodion a cheisiadau ysgrifenedig ac electronig yn unol â pholisi a phroses dderbyn y coleg.

12. Cynnig arweiniad a gwasanaeth cyfeirio dysgwyr a darpar ddysgwyr at y gwasanaeth priodol yn y coleg a/neu asiantaeth allanol er mwyn iddynt dderbyn cefnogaeth ar faterion academaidd, lles a chyllid myfyrwyr.
13. I hyrwyddo a darparu gwybodaeth i fyfyrwyr, rhieni ac eraill sydd â diddordeb ynghylch cymhwysedd a'r cymorth ariannol sydd ar gael drwy gynlluniau ariannu myfyrwyr a chyfeirio dysgwyr atynt fel y bo'n briodol.
14. Darparu gwasanaeth gweinyddol a gwasanaeth cynnig gwybodaeth a chofnodi data effeithiol wrth ddarparu cynlluniau ariannu myfyrwyr, gan gynnwys gweinyddu: Lwfans Cynhaliaeth Addysg (LCA); Grant Dysgu'r Cynulliad ar gyfer Addysg Bellach; Llwybrau ar Brentisiaethau; ysgoloriaethau a bwrsariaethau; Cyllid Addysg Uwch; Cronfeydd Cymorth i Ddysgwyr; a thocynnau teithio yn unol â chanllawiau'r coleg.
15. Cymryd rhan ym mhob cyfle i gryfhau profiad y dysgwyr a chyflawni dyletswyddau sy'n gysylltiedig â hynny yn unol â chyfarwyddyd Rheolwr y Gwasanaethau i Ddysgwyr a/neu'r Pennaeth Cynorthwyol, Gwasanaethau i Ddysgwr.
16. Cadw cofnodion cywir am fyfyrwyr i ddibenion archwilio.
17. Annog dysgwr i gymryd rhan mewn gweithgareddau cyfoethogi profiad dysgwyr.
18. Cyfrannu i'r sefydliad a mynychu digwyddiadau gwybodaeth, recriwtio a chynefino'r coleg fel y bo'n briodol e.e.

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
Wedi ei addysgu at Lefel 3 gyda safon gyffredinol dda o addysg yn cynnwys TGAU Gradd C neu uwch yn Saesneg neu gyffelyb e.e. Sgiliau Allweddol.	X		Ffurflen Gais / Cyfweliad
Cymhwyster mewn gweinyddu neu dechnoleg gwybodaeth.	X		Ffurflen Gais / Cyfweliad
Cymhwyster perthnasol ym maes cyngor ac arweiniad gyrfaol neu ofalu am gwsmeriaid, hyd at Lefel 2 o leiaf.		X	Ffurflen Gais / Cyfweliad
Gwybodaeth a Phrofiad			
Profiad gweinyddol a threfniadol a enillwyd drwy brofiad o weithio mewn swydd weinyddol, yn cynnwys profiad o ymdrin â gwybodaeth gyfrinachol.	X		Ffurflen Gais / Cyfweliad

Profiad o weithio gyda phobl ifanc / oedolion mewn amgylchedd colegol.		X	Ffurflen Gais / Cyfweliad
Sgiliau a Phriodweddau			
Sgiliau cyfathrebu a sgiliau personol ardderchog er mwyn gweithio'n effeithiol gyda myfyrwyr a staff drwy gyfrwng y Gymraeg a'r Saesneg.	X		Ffurflen Gais / Cyfweliad
Yn meddu ar amrediad llawn o sgiliau TG ardderchog, yn cynnwys prosesu geiriau, taenlenni, cronfeydd data a systemau gwybodaeth reoli.	X		Ffurflen Gais / Cyfweliad
Y gallu i weithio fel aelod o dîm a bod yn hyblyg a hawdd mynd atoch i siarad.	X		Ffurflen Gais / Cyfweliad
Y gallu i ymdopi ag ystod o dasgau ar yr un pryd a blaenoriaethu gwaith fel y bo'n briodol.	X		Ffurflen Gais / Cyfweliad
Y gallu i gadw cyfrinachedd. Ymrwymiad i Gyfleoedd Cyfartal a sensitifrwydd i unrhyw faterion sy'n ymwneud â gwahaniaethu. Parodrwydd i weithredu'n gadarnhaol i sicrhau bod cyfle cyfartal ar gael i bawb.	X		Ffurflen Gais / Cyfweliad
Gofynion Ychwanegol			
Y gallu i deithio'n unol â gofynion y swydd	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	Mynediad		Cyfweliad
Yn siarad Cymraeg	Mynediad		Cyfweliad
Llythrennedd Cymraeg	Mynediad		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	29 awr yr wythnos
Wythnos Waith	52 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.

Job description: Student Advisor	
Programme area / Department	Learner Services CL
Main site	Rhos
Salary	£13,082.87 - £15,370.17 per annum Business Support Scale 3 - 4 Points 17 - 24
Contract type	Permanent
Contract terms	Part Time – 29 hours per week (Tuesday, Wednesday, Thursday & Friday)
Reporting to	Learner Services Manager CL

Job purpose

To provide an effective, efficient and friendly student support service to prospective students and learners studying at Coleg Llandrillo. Duties will include providing a help-desk facility, providing support to learners at risk of disengaging through providing support and referring as appropriate, providing information and guidance on a range of student financial support products and services, administering student finance funds, receiving and recording applications for student financial services, inputting and maintaining data records.

You will be able to demonstrate experience in a customer focussed role and will need a good level of IT skills. A high level of customer services and communication skills is essential. The ability to be flexible and work within a dynamic environment is essential.

Main duties and responsibilities

1. Responding promptly and effectively to all enquiries regarding college support services and ensure they receive accurate information in a timely, professional and friendly manner.
2. Administering comprehensive systems and procedures for the provision of a friendly and efficient Learner Service function to prospective and existing learners at Coleg Llandrillo.
3. Responding appropriately to enquiries.
4. Acting as an impartial broker on behalf of learners that receive support from external agencies.
5. Providing a personalised service to applicants and maintain confidentiality and handle information in accordance with the College' Data Protection Policy and the Freedom on Information policies and procedures.
6. Promoting Grŵp Llandrillo Menai's Wellbeing Plan.
7. To deliver comprehensive information and advice regarding the range of qualification, course and training opportunities delivered by the college.
8. To support all recruitment activities and the positive promotion of college provision through attending open evenings and careers events.
9. To support the successful transition into college and/or training opportunities through liaison with schools, local education authorities and Careers Wales staff.
10. To administer the application, interview and offer procedure in compliance with the Admissions Policy.
11. To administer and maintain all manual, electronic records and applications in accordance with the college admissions procedure and policy.
12. To provide a guidance and referral service to learners and prospective applications regarding academic support, welfare, wellbeing and student finance to the appropriate college service and/or external agency.

13. To promote and provide information to students, parents and other interested parties regarding eligibility and the financial support provided by student finance schemes and signpost learners as appropriate.
14. To provide an effective information, administrative and data inputting service in the delivery of student finance schemes to include the administration of: Educational Maintenance Allowance (EMA); Assembly Learning Grant for Further Education (ALG FE); Pathways to Apprenticeships (PTA); scholarships and bursaries; HE Finance; Learner Support Funds (FCF); and transport tickets in accordance with college guidance.
15. To engage in all opportunities to strengthen the learner experience and carry out all associated duties as directed by the Learner Services Manager and/or Assistant Principal, Learner Services.
16. Maintain accurate student records for audit purposes.
17. To promote engagement with learner enrichment activities.
18. To contribute towards the organisation and attend college information, recruitment and induction events where appropriate e.g. Open Events, careers evenings, school liaison activities etc.

Person specification	**Essential**	**Desirable**	**Assessment method**
Qualifications			
Educated to level 3 with a good general standard of education to include GCSE at Grade C, or above, in English, or equivalent e.g. Key Skills.	X		Application form / Interview
Hold a qualification in administration or information technology.	X		Application form / Interview
Hold a relevant qualification in either careers, advice and guidance or customer care or to a minimum of Level 2.		X	Application form / Interview
Knowledge and experience			
Proven administrative and organisational skills gained through experience of working in administrative role including experience of handling confidential information.	X		Application form / Interview
Experience of working with young people/ adults within a college environment.		X	Application form / Interview
Skills and attributes			
Excellent communication and personal skills to work effectively with students and staff through	X		Application form / Interview

the medium of Welsh and English.			
Possess and demonstrate a full range of excellent IT skills to include word processing, spread sheets, databases and management information systems.	X		Application form / Interview
Ability to work as a team member and be flexible, adaptable and approachable.	X		Application form / Interview
Ability to cope with a range of tasks at any one time and prioritise workload accordingly.	X		Application form / Interview
Ability to maintain confidentiality. Be committed to Equal Opportunities and to be sensitive to any matters relating to discrimination and take positive steps to ensure that equality of opportunity is provided to all.	X		Application form / Interview
Additional requirements			
Able to travel as required to fulfil the requirements of the role	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	Entry		Interview
Welsh Speaking	Entry		Interview
Welsh Literacy	Entry		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	29 hours per week
Working weeks	52 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.