

Mae Coleg Sir Benfro yn chwilio am weinyddwr deinamig ac arloesol sydd ag angerdd am systemau a phrosesau i ymuno â Thîm Consortiwm B-wbl i gyflenwi cyfnod o famolaeth. Byddwch yn ymwneud â datblygu a gweinyddu datrysiad digidol ar gyfer gwaith papur ac adnoddau dysgu ynghyd â threfnu cyfarfodydd a chyfathrebu ar gyfer y tîm a chonsortium o ddarparwyr hyfforddiant.

Gweinyddwr B-wbl (Cyflenwi cyfnod mamolaeth)

Manylion Cyflog: £18,666—£21,189 pro rata (cyfwerth â £9.70– £11.01 yr awr)
Oriau Gwaith: 37 awr yr wythnos dros 5 diwrnod
Math o Gontract: Cyflogedig—cyfnod penodol (am hyd at flwyddyn)
Hawl Gwyliau: 28 diwrnod o wyliau blynyddol ynghyd ag 8 gŵyl banc y flwyddyn
Cymwysterau: Mae'n ddymunol iawn meddu ar gymhwyster lefel 3 perthnasol. Os heb gymhwyster felly, mae'n hanfodol cyflawni hyn o fewn amserlen y cytunwyd arni.

Manylion: Byddwch yn weinyddwr profiadol sy'n hyfedr iawn yn y defnydd o feddalwedd Microsoft Office. Bydd gennych brofiad o gymryd cofnodion, gyda gramadeg a sillafu rhagorol ac yn talu sylw i fanylder.

Byddwch yn arddangos menter, bydd gennych agwedd drefnus a strwythuredig tuag at waith a rhaid bod gennych y gallu i weithio tuag at a chyrraedd targedau/terfynau amser. Byddwch yn gyfathrebu rhagorol sy'n darparu lefel uchel o wasanaeth cwsmer.

Byddwch yn llythrennog mewn TG ac yn hyderus wrth ymgysylltu â thechnoleg. Byddai profiad o weithio o bell yn fanteisiol.

Mae Coleg Sir Benfro yn croesawu ceisiadau yn enwedig gan: ymgeiswyr sydd â sgiliau cyfathrebu llafar Cymraeg da/ymgeiswyr ag anableddau/Milwyr Wrth Gefn y Lluoedd Arfog/ymgeiswyr rhannu swyddi. Mae'n ofynnol i holl weithwyr y Coleg ddiogelu a hyrwyddo lles plant ac oedolion agored i niwed.

Dyddiad Cau: Hanner nos, Nos Sul 7 Tachwedd

Noder: Bydd gofyn i ymgeiswyr llwyddiannus gael archwiliad DBS manwl cyn dechrau gweithio (telir hyn gan yr unigolyn ar gost o £40).

Pembrokeshire College is looking for a dynamic and innovative administrator with a passion for systems and processes to join the B-wbl Consortium Team to cover a period of maternity leave. You will be involved in the development and administration of a digital solution for paperwork and learning resources as well as organising meetings and communication for the team and a consortium of training providers.

B-WBL Administrator (Maternity Cover)

Salary Details: £18,666- £21,189 pro rata (equivalent to £9.70– £11.01 per hour)
Hours of Work: 37 hours per week over 5 days
Contract Type: Salaried– Fixed Term (for up to 1 year)
Holiday Entitlement: 28 days Annual Leave plus 8 Bank Holidays per annum
Qualifications: It is highly desirable to hold a relevant level 3 qualification. If not held, it is essential to undertake and achieve this within an agreed timescale.

Details: You will be an experienced administrator who is highly proficient with the use of the Microsoft Office Suite. You will have experience of minute taking, have excellent grammar, spelling and pay great attention to detail.

You will demonstrate initiative, have an organised and structured approach to work and must have the ability to work towards and meet targets/deadlines. You will be an excellent communicator providing a high level of customer service.

You will be IT literate and confident with engaging with technology. Experience of remote working would be advantageous.

Pembrokeshire College particularly welcomes applications from: applicants with good Welsh language verbal communication skills /Applicants with disabilities / Armed Forces Reservists / Job share applicants. All College employees are required to safeguard and promote the welfare of children and vulnerable adults.

Closing Date: Midnight, Sunday 7 November 2021

Please note: Successful candidates will be required to undertake an enhanced DBS check prior to commencing work (this is to be paid for by the individual at a cost of £40).