

**Disgrifiad Swydd**

**Ysgol Xxx**

**Disgrifyddion Swydd**

### Gweinyddiaeth a Threfn

###  Lefel 1

**Gradd: 3 scp 3**

**Cyflog: (£\*\*\*\* - £\*\*\*\*\* CLlA)**

O dan reolaeth/cyfarwyddyd uwch aelodau o’r staff: darparu cefnogaeth gyffredinol i’r ysgol gyda gwaith clerigol, gweinyddol ac ariannol.

TASGAU

# Trefnu

* Ymgymryd â dyletswyddau croesawu, ateb ymholiadau cyffredin dros y ffôn neu wyneb yn wyneb â phobl, a threfnu bod ymwelwyr yn arwyddo
* Cynorthwyo gyda dyletswyddau cymorth cyntaf/lles y disgyblion, gwarchod disgyblion sâl, cydlynu gyda rhieni/staff ac yn y blaen.
* Cynorthwyo gyda’r trefniadau ar gyfer ymweliadau nyrs yr ysgol, ffotograffydd, ac ati.

# Gweinyddu

* Darparu cefnogaeth glerigol gyffredinol e.e. llungopïo, ffeilio, ffacsio, e-bostio, ffurflenni arferol
* Cynnal systemau cofnodi/gwybodaeth reoli, â llaw ac ar gyfrifiadur
* Ymgymryd â theipio, prosesu geiriau, a thasgau eraill TG-seiliedig
* Didoli a dosbarthu’r post
* Ymgymryd â gweinyddiaeth arferol e.e. y gofrestr/ prydau bwyd ysgol

# Adnoddau

* Defynyddio offer swyddfa e.e. llungopïwr, cyfrifiadur
* Trefnu storio nwyddau’n drefnus a diogel
* Ymgymryd â gweinyddu materion ariannol bob dydd e.e. casglu a chofnodi’r arian cinio

# Cyfrifoldebau

* Bod yn ymwybodol o bolisïau a threfniadaethau, gan gydymffurfio â hwy, yn ymwneud ag amddiffyn plant, iechyd, diogelwch a sicrwydd, cyfrinachedd a gwarchod data, a chyflwyno adroddiad ar bob testun pryder i berson priodol
* Bod yn ymwybodol o wahaniaethau a’u cefnogi, a sicrhau cyfle cyfartal i bawb
* Cyfrannu tuag at ethos/gwaith/amcanion cyffredinol yr ysgol
* Gwerthfawrogi a chefnogi swyddogaeth y gweithwyr proffesiynol eraill
* Mynychu cyfarfodydd perthnasol yn ôl y galw
* Cymryd rhan mewn hyfforddiant a gweithgareddau dysgu eraill a datblygu perfformiad yn ôl y gofyn

## Manyleb Bersonol

Profiad Gwaith clerigol/gweinyddol cyffredinol.

Cymwysterau Cyfnod cyflwyniad/sgiliau sylfaenol.

Sgiliau rhifedd/llythrennedd da

Gwybodaeth/Sgiliau Gwybodaeth briodol am gymorth cyntaf

Dealltwriaeth dda o’r dechnoleg berthnasol a’r gallu i’w defnyddio e.e. llungopïwr

Sgiliau cyfrifiadurol/bysellfwrdd

Cyfranogi mewn cyfleoedd hyfforddiant a datblygu

Y gallu i ddod ymlaen yn dda gyda phlant ac oedolion

Gweithio’n adeiladol a hyblyg yn rhan o dîm, deall cyfrifoldebau a swyddogaethau’r ysgol a’ch safle bersonol o fewn y rheiny.



**Job Description**

**Xxx School**

**Descriptor of Job**

### Administration and Organisation

###  Level 1

**Grade: 3 Scp 3**

**Salary: (£\*\*\*\* - £\*\*\*\*\* CLlA)**

Under the direction/instruction of senior staff: provide routine general clerical, administrative, financial support to the school.

TASKS

# Organisation

* Undertake reception duties, answering routine telephone and face to face enquires and signing in visitors
* Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
* Assisting with arrangements for visits by school nurse, photographer etc.

# Administration

* Provide routine clerical support e.g. photocopying, filing, faxing, emailing, routine forms
* Maintain manual and computerised records/management information systems
* Undertake typing, word-processing and other IT based tasks
* Sort and distribute mail
* Undertake routine administration e.g. registers/ school meals

# Resources

* Operate office equipment e.g. photocopier, computer
* Arrange orderly and secure storage of supplies
* Undertake routine financial administration e.g. collect and record dinner money

# Responsibilities

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure equal opportunities for all
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required

## Person Specification

Experience General clerical/administrative work.

Qualifications Induction/basic skills.

Good numeracy/literacy skills.

Knowledge/Skills Appropriate knowledge of first aid.

Good understanding and ability to use relevant technology e.g. photocopier.

Keyboard/computer skills.

Participate in development and training opportunities.

Ability to relate well to children and adults.

Work constructively and flexibly as part of a team, understanding school roles and responsibilities and your own position within these.