

**Disgrifiad Swydd**

**Ysgol Xxx**

**Disgrifyddion Swydd**

### Gweinyddiaeth a Threfn

###  Lefel 2

**Gradd: 3 scp 3**

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

O dan gyfarwyddyd/arweiniad uwch aelodau o’r staff: darparu cefnogaeth weinyddol/gyllidol gyffredinol i’r ysgol.

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 gwibdeithiau ac ymweliadau’r ysgol, digwyddiadau, ac ati.

# Gweinyddu

* Darparu cefnogaeth weinyddol/glerigol gyffredinol e.e. llungopïo, ffeilio, ffacsio, llenwi ffurflenni safonol, ymateb i ohebiaeth bob dydd
* Cynnal systemau cofnodi/gwybodaeth reoli, â llaw ac ar gyfrifiadur
* Cynhyrchu rhestrau/gwybodaeth/data yn ôl y galw e.e. data disgyblion
* Ymgymryd â theipio a phrosesu geiriau a thasgau eraill TG-seiliedig
* Cymryd nodiadau mewn cyfarfodydd
* Didoli a dosbarthu’r post
* Ymgymryd â threfniadaethau gweinyddol
* Cadw a chasglu cofnodion perthnasol i’r disgyblion
* Ymgymryd â gweinyddiaeth arferol rhoi rhannau o’r ysgol ar osod, ac unrhyw ddefnydd arall o adeiladau a thiroedd yr ysgol

# Adnoddau

* Defnyddio offer/pecynnau TGCh perthnasol (e.e. Word, Excel, cronfeydd data, taenlenni, y rhyngrwyd
* Cynnal a chadw stoc a nwyddau, catalogio a dosbarthu yn ôl y gofyn
* Gweithredu ‘siopau’ dillad ysgol/byrbrydau/amrywiol yn yr ysgol
* Rhoi cyngor ac arweiniad cyffredinol i aelodau o’r staff, disgyblion, ac eraill
* Ymgymryd â gweinyddu materion ariannol cyffredinol e.e. prosesu archebion

# 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, a chymryd rhan ynddynt
* Cymryd rhan mewn hyfforddiant a gweithgareddau dysgu eraill a datblygu perfformiad yn ôl y gofyn

## Manyleb Bersonol

Profiad Gwaith cyffredinol clerigol/gweinyddol/cyllidol.

Cymwysterau CGC2 (Cymhwyster Galwedigaethol Cenedlaethol – *NVQ*) neu gymhwyster neu brofiad cyfwerth mewn disgyblaeth berthnasol.

Sgiliau rhifedd/llythrennedd da

Gwybodaeth/Sgiliau Gwybodaeth briodol am gymorth cyntaf.

Defnydd effeithiol o becynnau TGCh.

Defnydd o offer/adnoddau perthnasol

Sgiliau bysellfwrdd da.

Gwybodaeth o bolisïau/codau ymarfer perthnasol, ac ymwybyddiaeth o’r ddeddfwriaeth berthnasol.

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.

Y gallu i ddynodi eich anghenion hyfforddiant a datblygiad eich hunan a chydweithredu wrth fynd ati i fynd i’r afael â’r rhain.



**Job Description**

**Xxx School**

**Descriptor of Job**

**Administration and Organisation**

**Level 2**

**Grade: 3 scp 3**

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

Under the instruction/guidance of senior staff: provide general 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.
* Assist in arrangements for schools trips, events etc.

# Administration

* Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
* Maintain manual and computerised records/management information systems
* Produce lists/information/data as required e.g. pupils data
* Undertake typing and word-processing and other IT based tasks
* Take notes at meetings
* Sort and distribute mail
* Undertake administrative procedures
* Maintain and collate pupil records
* Undertake routine administration of school lettings and other uses of school premises

# Resources

* Operate relevant equipment/ICT packages (e.g. word, excel databases, spreadsheets, Internet)
* Maintain stock and supplies, cataloguing and distributing as required
* Operated uniform/snack/other ‘shops’ within the school
* Provide general advice and guidance to staff, pupils and others
* Undertake general financial administration e.g. processing orders

# 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/financial work.

Qualifications NVQ 2 or equivalent qualification or experience in relevant discipline.

 Good numeracy/literacy skills.

Knowledge/Skills Appropriate knowledge of first aid.

Effective use of ICT packages.

Use of relevant equipment/resources.

Good keyboard skills.

Knowledge of relevant polices/codes of practice and awareness of relevant legislation.

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.

Ability to identify own training and development needs and co-operate with means to address these.