

**Disgrifiad Swydd**

**Ysgol Xxx**

**Disgrifyddion Swydd**

### Gweinyddiaeth a Threfn

###

### Lefel 3

**Gradd: 5 scp 5-6**

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

O dan arweiniad uwch aelodau o’r staff: bod yn gyfrifol am ymgymryd â phrosesau gweinyddol, cyllidol, trefniadol o fewn yr ysgol. Cynorthwyo gyda chynllunio a datblygu gwasanaethau cefnogi

TASGAU

# Trefnu

* Ymgymryd â materion cymhleth yn ymwneud â chroesawu/ymwelwyr ac ati
* Cyfrannu tuag at gynllunio, datblygu a threfnu systemau/trefniadaethau/polisïau y gwasanaethau cefnogi.
* Trefnu gwibdeithiau ac ymweliadau/digwyddiadau’r ysgol, ac ati.
* Goruchwylio, hyfforddi, a datblygu staff fel y bo’n briodol

# Gweinyddu

* Rheoli systemau cofnodi/gwybodaeth, â llaw ac ar gyfrifiadur
* Dadansoddi a gwerthuso data/gwybodaeth, a chynhyrchu adroddiadau/gwybodaeth/data yn ôl y galw
* Ymgymryd â theipio a phrosesu geiriau a thasgau cymhleth

 TG-seiliedig

* Darparu gwasanaeth cefnogi personol – gweinyddol a threfniadaethol – i aelodau eraill y staff
* Darparu cefnogaeth weinyddol a threfniadaethol i’r Corff Llywodraethol
* Ymgymryd â gweinyddu trefniadaethau cymhleth
* Llanw a chyflwyno ffurflenni cymhleth, dychweliadau, ac ati, gan gynnwys rhai at asiantaethau allanol e.e. Adran Addysg a Gwyddoniaeth y Llywodraeth (*DfES*)
* Ymgymryd â gweinyddiaeth systemau’r Gyflogres

# Adnoddau

* Gweithredu offer/pecynnau TGCh cymhleth perthnasol
* Monitro a rheoli stoc o fewn cyllideb gytunedig, catalogio adnoddau a pharatoi awdit 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
* Gwneud gwaith ymchwil a chael gwybodaeth er mwyn goleuo penderfyniadau
* Cynorthwyo gyda phryniadau a nawdd
* Cynorthwyo gyda marchnata a hyrwyddo’r ysgol
* Rheoli gweinyddiad cyfleusterau, gan gynnwys y defnydd a wneir o adeiladau a thiroedd yr ysgol
* Ymgymryd â threfniadaethau gweinyddol cymhleth yn ariannol
* Cynorthwyo gyda chynllunio, monitro a gwerthuso’r gyllideb
* Rheoli gwariant o fewn cyllideb gytunedig

# 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
* Sefydlu perthynas adeiladol gyda phobl eraill, a chyfathrebu gydag asiantaethau/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
* Cydnabod eich cryfderau a’ch meysydd arbenigol eich hunan a defnyddio’r rhain i gynghori a chefnogi eraill

## Manyleb Bersonol

Profiad Profiad o ddatblygu, rheoli a gweithredu systemau gweinyddol.

Cymwysterau CGC3 (Cymhwyster Galwedigaethol Cenedlaethol – *NVQ*) neu gymhwyster neu brofiad cyfwerth mewn disgyblaeth berthnasol.

Sgiliau rhifedd/llythrennedd da iawn.

Gwybodaeth/Sgiliau Defnydd effeithiol o TGCh ac offer/adnoddau arbenigol eraill.

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

Sgiliau TGCh da iawn.

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 hunanwerthuso anghenion dysgu ac ymdrechu i chwilio am gyfleoedd dysgu.



**Job Description**

**Xxx School**

**Descriptor of Job**

**Administration and Organisation**

 **Level 3**

**Grade: 5 scp 5-6**

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

Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the school. Assist with the planning and development of support services.

TASKS

# Organisation

* Deal with complex reception/visitor etc. matters
* Contribute to the planning, development and organisation of support service systems/procedures/policies
* Organise school trips/events etc.
* Supervise, train and develop staff as appropriate

# Administration

* Manage manual and computerised record/information systems
* Analyse and evaluate data/information and produce reports/ information/ data as required
* Undertake typing and word-processing and complex IT based tasks
* Provide personal – administrative and organisational support to other staff-
* Provide administrative and organisational support to the Governing Body
* Undertake administration of complex procedures
* Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfES
* Undertake the administration of Payroll systems

# Resources

* Operate relevant equipment/complex ICT packages
* Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
* Manage uniform/snack/other ‘shops’ within the school
* Provide advice and guidance to staff, pupils and others
* Undertake research and obtain information to inform decisions
* Assist with procurement and sponsorship
* Assist with marketing and promotion of the school
* Manage administration of facilities including use of school premises
* Undertake complex financial administration procedures
* Assist with the planning, monitoring and evaluation of budget
* Manage expenditure within an agreed budget

# Responsibilities

* Comply with and assist with the development of 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
* Establish constructive relationships and communicate with other agencies/professionals
* Attend and participate in relevant meetings
* Participate in training and other learning activities and performance development as required
* Recognise own strengths and areas of expertise and use these to advise and support others

## Person Specification

Experience Experience of development, management and operation of administrative systems.

Qualifications NVQ 3 or equivalent qualification or experience in relevant discipline.

 Very good numeracy/literacy skills.

Knowledge/Skills Effective use of ICT and other specialist equipment/resources.

 Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.

Very good ICT skills.

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 self-evaluate learning needs and actively seek learning opportunities.