

**Disgrifiad Swydd**

**Ysgol Xxx**

**Disgrifyddion Swydd**

### Gweinyddiaeth a Threfn

###  Lefel 4+

**Gradd: 10 scp 28-30**

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

Bod yn gyfrifol am/rheoli gweithrediad a chyflwyniad gwasanaethau cefnogi o fewn yr ysgol. Bod yn gyfrifol am/rheoli cynllunio, datblygu a monitro’r gwasanaethau cefnogi. Rheoli staff, gan gynnwys comisiynu a dirprwyo gweithgareddau perthnasol. Aelod o Dîm Rheoli’r Ysgol.

TASGAU

# Trefnu

* Bod yn gyfrifol am gynllunio, datblygu, dylunio, trefnu a monitro’r gwasanaeth cefnogi a systemau/trefniadaethau/polisïau’r ysgol gyfan.
* Cyfrifoldebau rheolaeth linell:
* Rheoli staff cefnogi
* Bod yn gyfrifol am greu a gweithredu systemau recriwtio / cyfnodau cyflwyniad / arfarnu / hyfforddiant / mentora ar gyfer staff cefnogi
* Cynrychioli’r staff cefnogi mewn cyfarfodydd perthnasol

# Gweinyddu

* Datblygu a monitro systemau gwybodaeth reoli
* Pennu’r angen am ddadansoddi a gwerthuso data, a gwybodaeth/adroddiadau manwl, a threfnu’r ddarpariaeth
* Bod yn gyfrifol am gynllun a gweithrediad effeithiol y trefniadaethau gweinyddol
* Bod yn gyfrifol am gyflwyno gwybodaeth berthnasol i Dîm Rheoli’r Ysgol, y Corff Llywodraethol ac asiantaethau allanol e.e. Adran Addysg a Gwyddoniaeth y Llywodraeth (*DfES*)
* Comisiynu systemau addas i’r Gyflogres a bod yn gyfrifol am eu gweithrediad effeithiol

# Adnoddau

* Pennu’r angen am adnoddau, eu dewis a’u rheoli
* Bod yn gyfrifol am leoli staff mewn modd priodol, gan gynnwys recriwtio
* Bod yn gyfrifol am ddarparu cyngor ac arweiniad arbenigol i Dîm Rheoli’r Ysgol/y Corff Llywodraethol ac ati ynghylch statud/polisi/canllawiau ac ati, cenedlaethol a lleol.
* Dehongli materion polisi/trefniadaethol/statudol er mwyn sicrhau bod yr ysgol yn cydymffurfio, a rhoi’r camau gweithredu priodol ar waith
* Rheoli pryniadau a bod yn gyfrifol am sicrhau nawdd perthnasol
* Dynodi’r angen am drwyddedau ac yswiriant priodol a bod yn gyfrifol am eu sicrhau
* Bod yn gyfrifol am ddyfeisio strategaethau marchnata a hyrwyddo ar gyfer yr ysgol
* Bod yn gyfrifol am reoli cyfleusterau gan gynnwys y defnydd o adeiladau a thiroedd a’r incwm cysylltiedig, a phrojectau a gwaith adeiladu sylweddol, ac ati e.e. gwaith datblygu newydd
* Datblygu manylebau gwaith a rheoli contractau gwasanaeth
* Bod yn gyfrifol am reoli effeithiol ar drefniadaethau gweinyddiad ariannol, gan gynnwys y cyfrifoldeb am gydymffurfio â rheoliadau ariannol
* Bod yn gyfrifol am gynllunio, monitro a gwerthuso’r gyllideb
* Bod yn gyfrifol am reoli gwariant o gyllideb yr ysgol
* Bod yn gyfrifol am reoli Iechyd a Diogelwch o fewn yr ysgol

# Cyfrifoldebau

* Cydymffurfio â, a chynorthwyo gyda datblygu polisïau a threfniadaethau’n 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 ddatblygu a gweithredu ethos/gwaith/amcanion cyffredinol yr ysgol
* Datblygu perthynas adeiladol rhwng phobl â’i gilydd, a chyfathrebu gydag asiantaethau/gweithwyr proffesiynol eraill
* 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 Sawl blwyddyn o brofiad yn gweithio mewn swyddfa ar lefel reoli.

Cymwysterau CGC Lefel 4 (Cymhwyster Galwedigaethol Cenedlaethol – *NVQ*) neu Radd neu gymhwyster neu brofiad cyfwerth mewn disgyblaeth berthnasol.

Sgiliau rhifedd/llythrennedd ardderchog.

Gwybodaeth/Sgiliau Gwybodaeth drylwyr o bolisïau/codau ymarfer/ deddfwriaeth berthnasol.

 Y gallu i ddehongli cyngor/statud a dyfeisio polisi/ymarfer yng ngholeuni’r rhain.

 Y gallu i reoli tîm amlddisgyblaethol yn effeithiol.

Y gallu i ddod ymlaen yn dda gyda phlant ac oedolion.

Y gallu i berswadio, symbylu, trafod telerau, a dylanwadu.

Y gallu i hunanwerthuso anghenion dysgu ac ymdrechu i chwilio am gyfleoedd dysgu.

Y gallu i weithio’n adeiladol a hyblyg yn rhan o dîm, gan roi mewnbwn adeiladol i reoli’r ysgol



**Job Description**

Xxx School

**Descriptor of Job**

**Administration and Organisation**

 **Level 4+**

**Grade: 10 scp 28-30**

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

Be responsible for/manage the operation and delivery of support services within the school. Be responsible for/manage the planning, development and monitoring of support services. Management of staff, including commissioning and delegation of relevant activities. Member of the school’s management team.

TASKS

# Organisation

* Be responsible for the planning, development, design, organisation and monitoring of support service and whole school systems/procedures/policies
* Line Management responsibilities:
* Manage support staff
* Be responsible for the creation and implementation of recruitment/induction/appraisal/training/mentoring systems for support staff
* Represent the support staff at relevant meetings

# Administration

* Develop and monitor management information systems
* Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/ information
* Be responsible for the design and effective operation of administrative procedures
* Be responsible for the submission of relevant information to SMT, the Governing Body and outside agencies e.g. DfES
* Commission appropriate Payroll systems and be responsible for their effective operation

# Resources

* Identify the need for, select and manage resources, include management of resource
* Be responsible for the appropriate deployment of staff, including recruitment
* Be responsible for the provision of specialist advice and guidance to SMT/Governing Body etc. on national and local guidelines/policy/statue etc.
* Interpret matters of policy/procedures/statute to ensure the school’s compliance and initiate appropriate action arising
* Manage procurement and be responsible for securing relevant sponsorship
* Identify the need, and be responsible, for securing appropriate licences and insurance
* Be responsible for devising marketing and promotion strategies for the school
* Be responsible for the management of facilities including use of premises and associated income, and major building works and projects etc. e.g. new development
* Develop work specifications and manage service contracts
* Be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations
* Be responsible for planning, monitoring and evaluation of budget
* Be responsible for the management of expenditure from the school budget
* Be responsible for the management of Health and Safety within the school

# Responsibilities

* Comply with and assist with the development of 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 development and implementation of the overall ethos/work/aims of the school
* Develop constructive relationships and communicate with other agencies/professionals
* 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 Several years experience working in office environment at a management level.

Qualifications NVQ Level 4 or Degree or equivalent qualification or experience in relevant discipline.

Excellent numeracy/literacy skills.

Knowledge/Skills Full working knowledge of relevant policies/codes of practice/legislation.

Ability to interpret advice/statute and to devise policy/practice in the light of these.

Ability to manage a multi-disciplinary team effectively.

Ability to relate well to children and adults.

Ability to persuade, motivate, negotiate and influence.

Ability to self-evaluate learning needs and actively seek learning opportunities.

Ability to work constructively and flexibly as part of a team, making constructive input to the management of the school