

**Disgrifiad Swydd**

**Ysgol Xxx**

**Disgrifyddion Swydd**

### Gweinyddiaeth a Threfn

###  Lefel 4

**Gradd: 8 scp 18-22**

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

Trefnu a goruchwylio systemau gweinyddol o fewn yr ysgol. Cyfrannu tuag at gynllunio, datblygu a monitro gwasanaethau cefnogi a/neu rheoli staff cefnogi,

gan gynnwys cydlynu a dirprwyo gweithgareddau perthnasol.

TASGAU

# Trefnu

* Chwarae rhan flaenllaw yn y gwaith o gynllunio, datblygu, dylunio, trefnu a monitro systemau/trefniadaethau/polisïau cefnogi.
* Cyfrifoldebau rheolaeth linell fel y bo’n briodol:
* Rheoli staff cefnogi
* Cydgysylltu rheolwyr/staff addysgu a staff cefnogi
* Cynnal cyfarfodydd tîm yn rheolaidd gyda’r aelodau o staff sydd o dan oruchwyliaeth
* Ymgymryd â recriwtio / cyfnodau cyflwyniad / arfarnu / hyfforddiant / mentora ar gyfer aelodau eraill o’r staff

# Gweinyddu

* Chwarae rhan flaenllaw yn y gwaith o ddatblygu, a chynnal a chadw, systemau gwybodaeth/cofnodi
* Dadansoddi a gwerthuso data yn fanwl, a chynhyrchu adroddiadau manwl/gwybodaeth fanwl yn ôl y galw
* Cynhyrchu gohebiaeth gymhleth, ac ymateb iddi
* Darparu cefnogaeth bersonol drefniadaethol ac ymgynghorol gymhleth i aelodau eraill o’r staff
* Darparu cefnogaeth drefniadaethol ac ymgynghorol gymhleth i’r Corff Llywodraethol
* Rheoli trefniadaethau gweinyddol cymhleth
* Bod yn gyfrifol am lanw a chyflwyno ffurflenni cymhleth, dychweliadau, ac ati, gan gynnwys rhai at asiantaethau allanol e.e. Adran Addysg a Gwyddoniaeth y Llywodraeth (*DfES*)
* Rheoli gweinyddiaeth systemau’r Gyflogres

# Adnoddau

* Bod yn gyfrifol am ddewis a rheoli adnoddau, gan gynnwys rheoli cyllideb a chynnal awdit rheolaidd o’r adnoddau
* Chwarae rhan flaenllaw yn y gwaith o recriwtio staff cefnogi a rheoli’r trefniadaethau cyflogi cysylltiedig
* Rhoi cyngor ac arweiniad i aelodau o’r staff ac i eraill ar faterion cymhleth
* Gwneud gwaith ymchwil a chael gwybodaeth er mwyn goleuo penderfyniadau
* Chwarae rhan flaenllaw yn y gwaith o sicrhau pryniadau a nawdd/ariannu
* Rheoli contractau gwasanaeth
* Rheoli trwyddedau ac yswiriant yr ysgol
* Chwarae rhan flaenllaw yn y gwaith o farchnata a hyrwyddo’r ysgol
* Rheoli cyfleusterau gan gynnwys adeiladau a thiroedd yr ysgol a’r incwm sy’n deillio o’u gosod, projectau ac adeiladu, ac ati
* Rheoli trefniadaethau gweinyddiad ariannol
* Chwarae rhan flaenllaw yn y gwaith o gynllunio, monitro a gwerthuso’r gyllideb
* Bod yn gyfrifol am reoli gwariant o fewn cyllideb gytunedig
* Rheoli Iechyd a Diogelwch

# 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
* Rhannu arbenigedd a sgiliau gydag 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 gymhwyster neu brofiad cyfwerth mewn disgyblaeth berthnasol.

Sgiliau rhifedd/llythrennedd ardderchog.

Gwybodaeth/Sgiliau Defnydd effeithiol o becynnau arbenigol TGCh. Defnydd o offer/adnoddau arbenigol.

Gwybodaeth drylwyr o bolisïau/codau ymarfer/ deddfwriaeth berthnasol.

Y gallu i drefnu, arwain a symbylu aelodau eraill o’r staff.

Y gallu i gynllunio a datblygu systemau.

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 4**

**Grade: 8 scp 18-22**

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

Organise and supervise administrative systems within the school. Contribute to the planning, development and monitoring of support services and/or Management of support staff, including co-ordination and delegation of relevant activities.

TASKS

# Organisation

* Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies
* Line Management responsibilities where appropriate:
* Manage support staff
* Liaise between managers/teaching staff and support staff
* Hold regular team meetings with managed staff
* Undertake recruitment/induction /appraisal/training/mentoring for other staff

# Administration

* Take lead role in the development and maintenance of record/information systems
* Provide detailed analysis and evaluation of data/ and produce detailed reports/information as required
* Produce, and respond to, complex correspondence
* Provide organisational and complex advisory personal support to other staff-
* Provide organisational and complex advisory support to the Governing Body
* Manage complex administrative procedures
* Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfES
* Manage the administration of Payroll system

# Resources

* Be responsible for the selection and management of resources, including management of a budget and regular audit of resource
* Take a lead role in the recruitment of support staff and in managing associated employment procedures
* Provide advice and guidance to staff and others on complex issues
* Undertake research and obtain information to inform decisions
* Take a lead role in procurement and securing sponsorship/funding
* Manage service contracts
* Manage school licences and insurance
* Take a lead role in marketing and promoting the school
* Manage facilities including premises, lettings and associated income, building and projects etc
* Manage financial administration procedures
* Take a lead role in planning, monitoring and evaluation of budget
* Be responsible for the management of expenditure within an agreed budget
* Health and Safety management

# 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 overall ethos/work/aims of the school
* Develop constructive relationships and communicate with other agencies/professionals
* Share expertise and skills with others
* 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 senior level.

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

Excellent numeracy/literacy skills.

Knowledge/Skills Effective use of specialist ICT packages.

Use of specialist equipment/resources.

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

Ability to organise, lead and motivate other staff.

Ability to plan and development systems.

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.