

SWYDD DDISGRIFIAD

SWYDD: CYNORTHWYDD GWEINYDDOL

STATWS: LLAWN AMSER (37 AWR YR WYTHNOS). PARHAOL

GRADDFA: GPTACH GRADD 3
£21,514.34 - £22,464.82 Y FLWYDDYN

LLEOLIAD: LLANDRILLO-YN-RHOS

YN ATEBOL I:

Rheolwr Maes Rhaglen Iechyd a Gofal

PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU

1. Rhoi cefnogaeth weinyddol gyfrinachol i reolwyr ac i'r Pennaeth Cynorthwyol.
2. Delio â phost sy'n cyrraedd ac sy'n cael ei anfon allan a'i ailgyfeirio fel y bo'n angenrheidiol.
3. Gweithredu fel cyswllt rheng flaen, i mewn ac allan yn ogystal â chysylltu a chyfathrebu gydag unigolion allanol a mewnol (ar y ffôn, wyneb yn wyneb ac yn electronig) gan sicrhau gwasanaeth amserol, effeithiol a chydlynol.
4. Derbyn neu lunio dogfennau yn rheolaidd a'u paratoi i'w dosbarthu drwy ddefnyddio rhaglenni cyfrifiadur - prosesu geiriau a thaenlenni
5. Datblygu a chynnal systemau gwybodaeth gan ddefnyddio systemau TG y coleg a llunio adroddiadau yn ôl y galw.
6. Llungopïo a threfnu i'r dogfennau gael eu dosbarthu.
7. Cadw systemau ffeilio papur ac electronig yn effeithiol.
8. Cynnal dyddiadur y Pennaeth Cynorthwyol a'r rheolwyr perthnasol
9. Cymryd cofnodion mewn cyfarfodydd a rhannu'r cofnodion hyn gyda'r bobl berthnasol
10. Ymgymryd â gwaith gweinyddol ar gyfer cynlluniau recriwtio myfyrwyr ar gyfer yr adrannau dysgu.
11. Cynorthwyo gyda'r gwaith o weinyddu cofnodion cynnydd myfyrwyr
12. Cysylltu â staff mewn sefydliadau eraill yn ôl y galw
13. Gweinyddu cofnodion staff ar gyfer yr adrannau dysgu, gan gynnwys amserlenni staff, cyflogau, absenoldebau.
14. Cadw cofnodion ariannol a llunio adroddiadau o dro i dro ar gais y Pennaeth Cynorthwyol / Rheolwr
15. Delio ag ymwelwyr ar ran y Pennaeth Cynorthwyol a'r rheolwyr perthnasol
16. Ymgymryd ag unrhyw ddyletswyddau eraill, ar gais y rheolwr atebol.
17. Cydymffurfio â deddfwriaeth berthnasol ym mhob agwedd o ddyletswyddau'r deiliad swydd - Diogelu Data, Iechyd a Diogelwch.

MANYLEB DEILIAD Y SWYDD

	<i>Hanfodol</i>	<i>Dymunol</i>
<i>Cymwysterau</i>	<ul style="list-style-type: none"> ● Cymhwyster Lefel 3 perthnasol 	
<i>Profiad</i>	<ul style="list-style-type: none"> ● O leiaf dair blynedd o brofiad mewn gweinyddu 	<ul style="list-style-type: none"> ● Profiad o weithio ym maes addysg ôl-16
<i>Nodweddion personol</i>	<ul style="list-style-type: none"> ● Yn gallu ymdrin yn effeithiol ag amrywiaeth o randdeiliaid allanol a mewnol ● Yn cadw at safonau proffesiynol a moesegol uchel ● Yn drefnus iawn ac yn gallu rheoli amser yn effeithiol ● Yn gallu gweithio'n effeithiol fel rhan o dîm ● Yn gallu gweithio o'ch pen a'ch pastwn eich hun 	
<i>Sgiliau</i>	<ul style="list-style-type: none"> ● Sgiliau TG da mewn Word, Excel a defnyddio cronfeydd data ● Y gallu i gymryd cofnodion cyfarfodydd ● Gallu cynllunio gwaith a rheoli amser yn effeithiol ● Gallu cyfathrebu'n effeithiol yn ysgrifenedig yn Saesneg ● Gallu cefnogi dysgwyr a'u cyfeirio at y staff priodol 	<ul style="list-style-type: none"> ● Gallu cyfathrebu ar lafar yn y Gymraeg a'r Saesneg ● Gallu cyfathrebu'n effeithiol yn ysgrifenedig yn y Gymraeg a'r Saesneg

JOB DESCRIPTION

POST: ADMINISTRATIVE ASSISTANT

STATUS: FULL-TIME – 37 HOURS PER WEEK, PERMANENT

GRADE: APT&C SCALE 3
£21,514.34 - £22,464.82 PER ANNUM

LOCATION: RHOS -ON-SEA

LINE MANAGEMENT ACCOUNTABILITY TO:
Programme Area Manager for Health and Care

MAIN DUTIES & RESPONSIBILITIES

1. Provides confidential administrative support to managers and Assistant Principal.
2. Receives and deals with internal and external mail and redirects as necessary
3. Provides frontline contact, both inbound and outbound, liaise and communicate with external and internal individuals (by telephone, face-to-face and electronically) ensuring a timely, efficient and co-ordinated service.
4. Receives for preparation, or composes routine documents and prepares for issue using software packages – word processing and spreadsheets
5. Develops and maintains information systems using college IT systems and produces reports as requested.
6. Photocopies and arranges for distribution of documentation as directed
7. Maintains effective manual and electronic filing systems
8. Maintains diaries of Assistant Principal and relevant managers
9. Taking accurate minutes of meetings and distribution of same to relevant personnel
10. Assist in, and carries out the administration for, student recruitment initiatives for the learning departments.
11. Assists with student progression record administration
12. Liaises with other institutional staff as and when required
13. Administers staffing records for the learning departments including staff timetables, salaries and staff absence administration.
14. Maintains unit budgetary control records and produces periodical reports as requested by the Assistant Principal / Manager.
15. Acts as an interface with visitors on behalf of Assistant Principal and relevant managers
16. Undertakes other duties as agreed with line manager
17. Ensures compliance with relevant legislation – Data Protection, Health & Safety in all aspects of the post holder's duties

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
Qualifications	<ul style="list-style-type: none"> ● Relevant Level 3 qualification 	
Experience	<ul style="list-style-type: none"> ● Previous experience in an administrative role 	<ul style="list-style-type: none"> ● Experience of working in post 16 education
Personal attributes	<ul style="list-style-type: none"> ● The ability to deal effectively with a range of internal and external stakeholders. ● Adheres to high professional and ethical standards ● Is well-organised and manages own time effectively ● Able to work effectively as part of a team ● Ability to work on own initiative 	
Skills	<ul style="list-style-type: none"> ● Well-developed I.T. skills in Word, Excel and using databases ● Ability to take meeting minutes ● Able to plan work and manage time effectively ● Effective written communicator in English ● Ability to support learners and refer to appropriate staff 	<ul style="list-style-type: none"> ● Able to communicate orally in both Welsh and English ● Effective written communicator in both Welsh and English