

Disgrifiad Swydd

Teitl y Swydd	Cydlynnydd Gweithredol e-sgol
Gwasanaeth	Ysgolion a Diwylliant
Graddfa	Gradd 8
Pwynt/iau Cyflog	18-22
Cyflog	£29,269 - £31,364
Pwrpas y Swydd	<ul style="list-style-type: none"> • Cydlynu prosiectau e-sgol ar draws Cymru. • Cydlynu cynhadledd flynyddol e-sgol. • Rheoli cyfryngau cymdeithasol a chysylltiadau cyhoeddus. • Cyswllt â'r Adran Adnoddau Dynol. • Cyswllt â'r Adran Gyllid. • Delio â materion e-sgol o ddydd i ddydd, fel bo angen.
Lleoliad	Canolfan Rheidol / Cartref
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell	Pennaeth Strategol e-sgol
Cyfrifoldebau Goruchwylio / Rheoli	Cyfrifoldeb Rheoli uniongyrchol dros unrhyw staff a gyflogir.
Atebolrwydd	Bydd deiliad y swydd yn atebol am gydymffurfio â dyletswyddau ac arfer dda o ran cymryd rhan.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	N/A
Dyletswyddau a chyfrifoldebau	
<ul style="list-style-type: none"> • Parhau gyda ehangiad prosiect e-sgol, sydd yn darparu cwricwlwm eang, perthnasol sy'n cwrdd â nodau Cynllun Strategol Addysg Gymraeg yr Awdurdod Lleol ynghyd â blaenoriaethau'r Cynllun Corfforaethol o ran cwrdd â gofynion y farchnad lafur leol • Sicrhau cyfathrebu clir, marchnata ac ymglymiad partneriaid allweddol gan gynnwys ysgolion, Llywodraethwyr, disgyblion a rhieni • Cydlynu cynhadledd flynyddol e-sgol. • Rheoli cyfryngau cymdeithasol a chysylltiadau cyhoeddus. • Cysylltu ag Adran Adnoddau Dynol / Cyllid • Delio â materion e-sgol o ddydd i ddydd, fel bo angen. • Archebu a rheoli stoc. • Fel un o delerau eich swydd, efallai y bydd gofyn i chi ymgymryd â dyletswyddau eraill sydd yn cyfateb i'ch graddfa/lefel. 	
Cyfeirnod at Ddibenion Gwerthuso Swyddi	JD 1564-01

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Gradd neu gymhwyster Lefel 5 mewn pwnc perthnasol.	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd ar apwyntiad
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> Lefel uchel o sgiliau rhyngpersonol llafar ac ysgrifenedig a sgiliau cyfathrebu. Lefel uchel o sgiliau cyflwyno a thrafod. Lefel uchel o sgiliau dwyieithog. Lefel uchel o rifedd a llythrennedd. Lefel uchel o sgiliau TGCh. Lefel uchel yn y Gymraeg, ar lafar ac yn ysgrifenedig. Medru rhwydweithio mewn modd proffesiynol a chyfeillgar gydag aelodau o'r cyhoedd a sefydliadau sydd yn bartneriaid. Sgiliau ar gyfer adeiladu partneriaeth waith effeithiol ac ymrwymiad clir i weithio mewn partneriaeth. Yn ddigon hyblyg i weithio naill ai fel unigolyn neu fel rhan o dîm yn unol â gofynion y sefyllfa. Agwedd ofalus, manwl a threfnus. Medru casglu, dehongli a dadansoddi gwybodaeth. Lefel uchel o broffesiynoldeb. Dibynadwy, gonest a phrydlon. Brwdfrydig, ymroddedig a chydwybodol. Medru rheoli amser yn effeithiol, trefnu a blaenoriaethu baich gwaith o fewn terfynau amser. Medru mynychu cyfarfodydd a chysiau fel bo angen, 	
Profiad Hanfodol	Profiad o gefnogi gwelliannau o fewn sefydliad	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Parodrwydd i ymgymryd â rhaglen berthnasol Datblygiad Proffesiynol Barhaus fel bo angen.	

Dymunol	
Cymwysterau / Hyfforddiant	<ul style="list-style-type: none"> Profiad mewn sefydliad addysgol. Profiad o gyflenwi data a gwybodaeth ar gyfer eu dadansoddi. Profiad o adnoddau dynol. Profiad o farchnata, hyrwyddo a hysbysebu. Profiad o gydlynu prosiectau.
Sgiliau Ymarferol / Personol	

Job Description

Post Name	E-sgol Operational Coordinator
Service	Schools and Culture
Grade	Grade 8
Spinal Point/s	18-22
Salary	£29,269 - £31,364
Job Purpose	<ul style="list-style-type: none"> • Co-ordinating the e-sgol project across Wales. • Coordinate e-sgol annual conference. • Managing social media and public relations. • Contact with Human Resources. • Contact with the Finance Department. • Deals with day-to-day e-sgol issues, as required.
Location	Canolfan Rheidol / Home
Hours of Work	37 hours a week
Type of Contract	Full-time
Contract Duration	Fixed Term
Line Managers Job Title	e-sgol Strategic Head
Supervisory/Managerial Responsibilities	Immediate management responsibility for any staff directly employed.
Accountability	The post holder will be liable to comply with duties and good practice regarding participation.
Contractual Terms Associated with the Post	N/A
Duties and Responsibilities	
<ul style="list-style-type: none"> • Continue with the e-sgol project, which provides a broad, relevant curriculum that meets the aims of the Local Authority's Welsh Education Strategic Plan and the Corporate Plan's priorities for meeting local labour market requirements • Ensure clear communication, marketing and involvement of key partners including schools, Governors, pupils and parents • Co-ordinate the annual e-sgol conference. • Managing social media and public relations. • Contact with Human Resources / Finance Department • Deal with e-sgol issues on a daily basis, as required. • Purchasing and managing stock. • As a term of your post, you may be required to undertake other duties commensurate with your grade / level 	
Job Evaluation Post Ref	JD 1564-01

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	<ul style="list-style-type: none"> Degree or Level 5 qualification in a relevant subject 	
Welsh Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing: Level 5	The Welsh linguistic skills noted are required on appointment
English Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing: Level 5	The English linguistic skills noted are required on appointment
Practical and personal skills	<ul style="list-style-type: none"> High level of interpersonal oral and written skills as well as communication skills. High level of presentation and discussion skills. High level of bilingual skills. High level of numeracy and literacy. High level of IT skills. High level of Welsh, oral and written Be able to network in a professional and friendly manner with members of the public and partner organisations. Skills for building an effective working partnership and a clear commitment to partnership working. Sufficiently flexible to work either as an individual or as part of a team in accordance with the requirements of the situation. Careful, detailed and orderly approach. Be able to collect, interpret and analyse information. Be able to reason and solve issues in an analytical manner. High level of professionalism. Reliable, honest and punctual. Enthusiastic, committed and conscientious. Be able to manage time effectively, and to organise and prioritise workloads within set deadlines. Be able to attend meetings and courses as necessary. 	
Required Experience	Experience of supporting improvements within an organisation.	
Training/education required to be undertaken for the post/worked towards	Willingness to undertake a relevant Continuing Professional Development programme as required	

Desirable	
Qualifications / Training	<ul style="list-style-type: none"> Experience in an education establishment. Experience of supplying data and information for analysis. Human Resources experience. Experience in marketing, promoting and advertising. Experience in coordinating projects.
Practical / Personal Skills	