

Disgrifiad Swydd

Teitl y Swydd	Uwch Swyddog Gweinyddol – Rheolwr Cyflenwi
Cyfeirnod at Ddibenion Gwerthuso Swyddi	POS21134
Maes Gwasanaeth	Ysgolion
Graddfa SCP a Chyflog (yn amodol ar Werthuso Swyddi)	Gradd 8, pwynt 18 – 22
Diben y Swydd	Rheoli trefniadau cyflenwi dyddiol ar gyfer staff addysgu i sicrhau y gall yr ysgol gyflawni ei hamcanion ac i darparu cymorth AD gweinyddol cyfrinachol ac effeithlon o dan arweiniad Rheolwr Busnes yr Ysgol ac Uwch Dîm Arwain yr ysgol.
Lleoliad	Ysgol Gyfun Aberaeron
Oriau Gwaith	37 (07:15 – 15:15)
Math o Contract	Amser Tymor
Hyd y Contract	Parhaol
Teitl swydd y Rheolwr Llinell Uniongyrchol	Rheolwr Busnes yr Ysgol
Cyfrifoldebau Goruchwyllo / Rheoli – os ydyw'n berthnasol	Rheoli Llinell – Goruchwylwyr Dosbarth
Dyletswyddau a chyfrifoldebau	<p>Rheoli cyflenwi</p> <ul style="list-style-type: none"> • Rheoli cyflenwi o ddydd i ddydd ar gyfer absenoldeb athrawon wedi'i gynllunio a heb ei gynllunio o fewn y system oruchwyllo y cytunwyd arni. • Monitro llinell absenoldeb staff a sicrhau bod athrawon absennol yn cael eu cyflenwi. • Rhoi gwybod i'r UDA a staff allweddol am absenoldebau bob bore • Trefnu staff cyflenwi ychwanegol yn ôl yr angen a bod yn gyfrifol am gyfarfod a briffio staff asiantaeth, gan sicrhau eu bod yn ymwybodol o weithdrefnau iechyd a diogelwch (gan gynnwys gwacáu mewn tân a sut i alw am gymorth cymorth cyntaf). • Cydgysylltu ag arweinwyr pwnc i sicrhau bod gwaith cyflenwi priodol ar gael ar gyfer goruchwylwyr llanw / staff asiantaeth (tymor byr). • Trefnu a chyfleu newidiadau o ddydd i ddydd mewn staffio ac ystafelloedd (e.e.: cynllunio ar gyfer newidiadau i amserlen / staffio o ganlyniad i arholiadau, digwyddiadau ac ymweliadau ac ati). • Cynorthwyo i gynnal a monitro cofnodion absenoldeb cywir, gan gynnwys yr absenoldebau hynny oherwydd salwch. • Monitro ceisiadau a chynllunio cyflenwi ymlaen llaw, gan sicrhau bod ceisiadau'n hylaw a thynnu sylw'r Pennaeth at

bwysau posibl. Sicrhau bod holl ddigwyddiadau'r ysgol yn cael eu hychwanegu at ddyddiadur y swyddfa.

- Cynlluniwch ymlaen llaw ar gyfer yr ystafelloedd sydd eu hangen ar gyfer digwyddiadau arbennig a chynghorwch y staff yr effeithir arnynt ymlaen llaw, lle bo modd.
- Ar adegau efallai y bydd angen goruchwyllo myfyrwyr i gynnal lefelau iechyd a diogelwch priodol

Adnoddau Dynol

- Cofnodi absenoldebau ar CERi a sicrhau bod Datganiadau Ffitrwydd i Weithio yn cael eu derbyn pan fyddant yn ddyledus ac yn cael eu hanfon at yr ALI.
- Arwain a rheoli rheolaeth dda o ran rheoli absenoldeb, gan gynnwys cysylltu â Rheolwyr Llinell ynghylch cyfweiliadau dychwelyd i'r gwaith, prosesu atgyfeiriadau iechyd galwedigaethol a gweithio i leihau effaith absenoldeb hirdymor yn unol â pholisi'r ysgol.
- Cynorthwyo i baratoi a gweithredu rhaglen sefydlu briodol ar gyfer staff addysgu a chymorth, gan gynnwys cyhoeddi'r Llawlyfr Sefydlu Staff Newydd a monitro cwblhau'r broses Sefydlu a rhestr wirio.
- Darparu cefnogaeth glerigol gyffredinol, weinyddol ac AD i'r ysgol dan gyfarwyddyd y Pennaeth a Rheolwr Busnes yr Ysgol.

Trefniadaeth

- Defnyddio goruchwylwyr cyflenwi, lle bo modd, i gyflawni dyletswyddau eraill pan fyddant ar gael.
- Cydgysylltu'n effeithiol â chydweithwyr, rhieni / gofalwyr, disgyblion ac asiantaethau eraill (Cynghorydd Gyrfa, Nyrsys Ysgol, Swyddog Cyswllt yr Heddlu) gan ddarparu cyngor ac arweiniad cyffredinol yn ôl yr angen.
- Darparu gwasanaeth cwsmeriaid lefel uchel trwy e-bost, ffôn, a chyfathrebu wyneb yn wyneb â darpar rieni, asiantau, myfyrwyr ac ysgolion bwydo.
- Sicrhau bod darpar fyfyrwyr a rhieni yn cael eu harwain a'u hannog drwy'r broses dderbyn mewn ffordd broffesiynol, ddefnyddiol ac effeithlon.
- Rheoli a threfnu ymweliadau/cyfarfodydd darpar rieni gyda'r Pennaeth.
- Darparu gwasanaethau cymorth gweinyddol effeithiol ac effeithlon gan gynnwys llungopïo, ffeilio, a gohebiaeth arferol, Cylchlythyr Tymhorol, Adroddiad Llywodraethwyr i Rien, Dyddiadur Cyswllt Ysgol.
- Defnyddio amrywiaeth o becynnau TGCh cymhleth (e.e. SIMS, ClassCharts, ParentPay, Microsoft Office Suite).
- Ymgymryd â dyletswyddau derbynfa, gweithredu fel pwynt cyswllt cyntaf mewn ymateb i ymholiadau ffôn ac wyneb yn wyneb, mewngofnodi ymwelwyr.

- Ymgymryd a chynorthwyo gyda gweinyddiaeth arferol gan gynnwys cofrestri, gosodiadau ysgol a derbyniadau disgyblion.
- Cynnal ffeiliau myfyrwyr a mewnbynnu/diweddaru fel y bo'n briodol.
- Cynorthwyo gyda threfnu digwyddiadau ysgol e.e. Noson Rieni, Nosweithiau Agored, Ffair Ysgol, Eisteddfod,
- Goruchwyllo'r system taliadau ysgol, Parentpay at ddiben cinio ysgol a thaliad tripiâu gan gynnwys anfon nodyn atgoffa i rieni ynghylch taliadau.
- Cydlynu'r holl archebion ystafell gan gynnwys y Neuadd, a'r Neuadd Gymunedol.
- Darparu lletygarwch i ymwelwyr trwy gael a pharatoi lluniaeth ynghyd ag ystafelloedd ac offer priodol yn ôl yr

Cyfrifoldebau

- Cynhyrchu a dosbarthu cofrestrau gwacáu ar gyfer myfyrwyr a staff mewn achos o wacáu mewn tân a sicrhau bod rhestrau'n cael eu diweddarau'n rheolaidd.
- Bod yn ymwybodol o bolisiâu a gweithdrefnau sy'n ymwneud ag amddiffyn plant, iechyd, diogelwch a diogeledd, cyfrinachedd a diogelu data, a chydymffurfio â nhw, adrodd am bob pryder i berson priodol.
- Cefnogi gwerthoedd ac ethos yr ysgol trwy gyfrannu at ddatblygiad a gweithrediad polisiâu, arferion a gweithdrefnau gan gynnwys protocolau ffôn.
- Helpu i greu cymuned ysgol gref, a nodweddir gan ymddygiad cyson, trefnus a pherthnasoedd gofalgar a pharchus.
- Cynnal cyfrinachedd a pherthynas broffesiynol gyda rhieni ym mhob mater.
- Sicrhau bod yr holl ddata personol yn cael ei brosesu yn unol â'r Rheoliadau Diogelu Data Cyffredinol
- Cyfrannu at ethos / gwaith / nodau cyffredinol yr ysgol.
- Bod yn weithredol ym materion lles a chefnogaeth myfyrwyr.
- Cefnogaeth a chydweithio gyda chydweithwyr gan ddarparu cefnogaeth yn ôl yr angen.
- Bod yn ymwybodol o wahaniaethau a'u cefnogi a sicrhau cyfle cyfartal i bawb.
- Mynychu a chymryd rhan mewn cyfarfodydd perthnasol yn ôl yr angen.
- Cymryd rhan mewn hyfforddiant a gweithgareddau dysgu eraill a datblygu perfformiad yn ôl yr angen.
- Unrhyw ddyletswydd resymol arall ar gais y Pennaeth

Atebolrwydd

Rheolwr Busnes Ysgol

Manyleb Person

Y cymwysterau academaidd/proffesiynol/technegol/galwedigaethol (gan gynnwys Lefel y cymwysterau) sy'n ofynnol ar gyfer y swydd	<ul style="list-style-type: none"> • 5 TGAU neu gymhwyster cyfatebol gradd C neu uwch • CGC3 (Cymhwyster Galwedigaethol Cenedlaethol – CGC) neu gymhwyster neu brofiad cyfwerth mewn disgyblaeth berthnasol. 			
Lefel y sgiliau ieithyddol sy'n ofynnol ar gyfer y swydd (Gweler y canllawiau iaith a'r ceri net)	Gweler y tabl isod.			
	Gwrando/ Siarad	Darllen	Ysgrifennu	
Saesneg (Lefelau Fframwaith ALTE)	5	5	5	Hanfodol
Cymraeg (Lefelau Fframwaith ALTE)	5	5	5	Hanfodol*
Sgiliau ymarferol/personol sy'n ofynnol ar gyfer y swydd	<ul style="list-style-type: none"> • Defnydd effeithiol o TGCh ac offer/adnoddau arbenigol eraill. • Gwybodaeth am egwyddorion rheoli llanw. • Sgiliau trefnu a chyfathrebu ardderchog. • Sgiliau TG uwch gan gynnwys Office 365. • Y gallu i berthnasu'n gadarnhaol â phobl ifanc. • Gwybodaeth ymarferol lawn o bolisïau/codau ymarfer perthnasol ac ymwybyddiaeth o ddeddfwriaeth berthnasol. • Gwybodaeth am bolisïau AD perthnasol, codau ymarfer a deddfwriaeth yn ymwneud ag absenoldebau. • Y gallu i ymdrin â gwybodaeth bersonol a chyfrinachol yn sensitif a chyda disgresiwn. • Blaenoriaethu eich llwyth gwaith eich hun a gwella systemau. • Y gallu i weithio'n effeithiol gydag ystod eang o bobl yn fewnol ac yn allanol. • Gweithio'n adeiladol ac yn hyblyg fel rhan o dîm, gan ddeall rolau a chyfrifoldebau'r ysgol a'ch safle chi o fewn y rhain. • Y gallu i hunanwerthuso anghenion dysgu a mynd ati i chwilio am gyfleoedd dysgu. • Y gallu i ddadansoddi a dehongli gwybodaeth a nodi negeseuon ac atebion allweddol. • Y gallu i gyflwyno gwybodaeth yn glir ac yn gryno i ystod o gynulleidfaoedd. • Sgiliau rhifedd a llythrennedd rhagorol. • Y gallu i gyfathrebu a gweithio'n effeithiol yn y Gymraeg a'r Saesneg. • Sylw rhagorol i fanylder, cywirdeb a chysondeb. • Brwdfrydedd ac ymrwymiad • Arloesol a blaengar • Y gallu i weithio dan bwysau i gwrdd â therfynau amser. • Gonestrwydd ac uniondeb 			

Profiad sy'n ofynnol ar gyfer y swydd	<ul style="list-style-type: none"> • Profiad o weithio mewn rôl weinyddol o fewn ysgol neu amgylchedd tebyg • Profiad o adrodd am wybodaeth a chyfathrebu ag ystod o staff. • Profiad o weithio gyda systemau casglu a storio data electronig a phapur. • Profiad o ddadansoddi, dehongli a chyflwyno data a gwybodaeth. • Profiad o ddatblygu, rheoli a gweithredu systemau gweinyddol.
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	<ul style="list-style-type: none"> • Diogelu Plant ac Oedolion Lefel 1
Sgiliau/cymwysterau dymunol	<ul style="list-style-type: none"> • Profiad o SIMS.net a'r modiwl cyflenwi. • Diogelu Plant ac Oedolion Lefel 2

Job Description

Post Name	Senior Administrative Officer – Cover Manager
Job Evaluation Post No	POS21134
Service Area	Schools
Grade SCP and salary – subject to Job Evaluation	Grade 8, SP 18-22
Job Purpose	To manage daily cover arrangements for teaching staff to ensure that the school can meet its objectives and to provide confidential and efficient administrative HR support under the guidance of the School Business Manager and the school's Senior Leadership Team.
Location	Ysgol Gyfun Aberaeron
Hours of Work	37 (07:15 – 15:15)
Type of Contract	Term Time
Length of Contract	Permanent
Immediate Line Managers job title	School Business Manager
Supervisory/Managerial responsibilities – if applicable	Line Management – Classroom Supervisors
Duties and responsibilities	<p>Cover Management</p> <ul style="list-style-type: none"> • Manage day to day cover for planned and unplanned absence of teachers within the agreed system of supervision. • To monitor the staff absence line and ensure cover is provided for absent teachers. • To inform SLT and key staff about absences every morning • Arrange additional cover staff as required and be responsible for meeting and briefing agency staff, ensuring that they are aware of health and safety procedures (including fire evacuation and how to summon first aid assistance). • Liaise with subject leaders to ensure that appropriate cover work is available for cover supervisors / agency staff (short term). • Arrange and communicate day to day changes in staffing and rooming (e.g.: planning for timetable / staffing changes as a result of exams, events and visits etc.). • To assist in the maintenance and monitoring of accurate absence records, including those absences due to sickness. • Monitor requests and plan cover ahead, ensuring that requests are manageable and alerting the Headteacher to possible pressure points. Ensure all school events are added to the office diary.

- Plan ahead for re-rooming needed for special events and advise staff affected in advance, where possible.
- On occasions it may be necessary to supervise students to maintain appropriate health and safety levels

Human Resource

- Record absences on CERi and ensure Statements of Fitness to Work are received when due and are sent to the LA.
- To lead and manage good absence management control, including liaising with Line Managers regarding return-to-work interviews, processing occupational health referrals and working to reduce the impact of long-term absence in line with school policy.
- Assist in the preparation and implementation of an appropriate induction programme for teaching and support staff, including the issue of the New Staff Induction Manual and monitoring of the completion of Induction process and checklist.
- To provide under the direction of the Headteacher and School Business Manager routine general clerical, administrative and HR support to the school.

Organisation

- Deploy cover supervisors, where possible, into alternative duties when available.
- Liaise effectively with colleagues, parents / carers, pupils and other agencies (Careers Adviser, School Nurses, Police Liaison Officer) providing general advice and guidance as required.
- Provide high level customer service via email, telephone, and face to face communications with prospective parents, agents, students and feeder schools.
- Ensure prospective students and parents are guided and encouraged through the admissions process in a professional, helpful and efficient way.
- Manage and organise visits/meetings of prospective parents with the Headteacher.
- Provide effective and efficient administrative support services including photocopying, filing, and routine correspondence, Termly Newsletter, Governors Report to Parents, School Contact Diary.
- Use a variety of complex ICT packages (e.g. SIMS, ClassCharts, ParentPay, Microsoft Office Suite).
- Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors.
- To undertake and assist with routine administration including registers, school lettings and pupil admissions.
- To maintain student files and input/update as appropriate.

	<ul style="list-style-type: none"> • To assist with the organisation of school events e.e. Parents Evening, Open Evenings, School Fair, Eisteddfod, • To oversee the school payment system, Parentpay for the purpose of school dinners and trip payment including issuing payment reminders to parents • Co-ordinate all room bookings including the Hall, and Community Hall. • To provide hospitality for visitors by obtaining and preparing refreshments together with appropriate rooms and equipment as required <p>Responsibilities</p> <ul style="list-style-type: none"> • To produce and distribute evacuation registers for students and staff in the event of fire evacuation and ensure that lists are updated on a regular basis. • To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, report all concerns to an appropriate person. • Support the school's values and ethos by contributing to the development and implementation of policies, practices and procedures including telephone protocols. • Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships. • Maintain confidentiality and a professional relationship with parents in all matters. • To ensure all personal data is processed in line with General Data Protection Regulations • Contribute to the overall ethos / work / aims of the school. • To be active in issues of student welfare and support. • Support and work in collaboration with colleagues providing support as required. • Be aware of and support differences and ensure equality of opportunity for all. • Attend and participate in relevant meetings as required. • Participate in training and other learning activities and performance development as required. • Any other reasonable duty at the request of the Headteacher
Accountability	School Business Manager

Person Specification

<p>The Academic / professional / Technical / vocational qualifications (including qualification Level) required for the post</p>	<ul style="list-style-type: none"> 5 GCSE or equivalent at grade C or above NVQ 4 in Business Admin or demonstrable equivalent experience. 			
<p>Linguistic skills level required for the post</p> <p>(Please refer to guidance on ceri net)</p>	<p>See table below.</p>			
	Listening/ Speaking	Reading	Writing	
English (ALTE Framework Levels)	5	5	5	Essential
Welsh (ALTE Framework Levels)	5	5	5	Essential*
<p>Practical/personal skills required for the post</p>	<ul style="list-style-type: none"> Effective use of ICT and other specialist equipment/resources. Knowledge of the principles of cover management. Excellent organisation and communication skills. Advanced IT skills including Office 365. Ability to relate positively to young people. Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. Knowledge of relevant HR policies, codes of practice and legislation relating to absences. Ability to deal with personal and confidential information sensitively and with discretion. Prioritise own workload and improve systems. Ability to work effectively with a wide range of people internally and externally. 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. Ability to analyse and interpret information and identify key messages and solutions. Ability to present information clearly and concisely to a range of audiences. Excellent numeracy and literacy skills. The ability to communicate and work effectively in both Welsh and English. Excellent attention to detail, accuracy and consistency. Enthusiasm and commitment Innovative and progressive Ability to work under pressure to meet deadlines. Honesty and integrity 			

Experience required for the post	<ul style="list-style-type: none"> • Experience of working in an administrative role within a school or a similar environment • Experience of reporting information and communicating to a range of staff. • Experience of working with electronic and paper-based data collection and storage systems. • Experience of analysing, interpreting and presenting data and information. • Experience of development, management and operation of administrative systems.
Training/education required to be undertaken for the post/worked towards	<ul style="list-style-type: none"> • Safeguarding Children & Adults Level 1
Desirable Skills/Qualifications	<ul style="list-style-type: none"> • Experience of SIMS.net and the cover module. • Safeguarding Children & Adults Level 2