

Gofalwr Ysgol Gynradd Lefel 3
Gradd 6 (scp 18-20)
Cyflog: (£26,403 - £27,694 CLIA)

Y lefel a ystyrir yn briodol ar gyfer unigolion sy'n gweithio 15 awr yr wythnos neu fwy.

Rhestr Gwaith/Prif Ddyletswyddau

Datgloi'r Ysgol o ddydd Llun i ddydd Gwener a diffodd larymau lladron.	
Yn syth ar ôl i aelod olaf yr Ysgol ymadael: Gwirio a gosod y systemau rheoli gwres os oes angen. Gosod y larymau lladron. Sicrhau bod deunyddiau hylosg yn cael eu cadw'n glir o wresogyddion a pheiriannau trydanol, ac oni chyfarwyddir yn wahanol, eu diffodd. Archwilio'r adeiladau'n weledol gan sicrhau eu bod mewn cyflwr diogel e.e. cloi pob drws a ffenestr yn saff gan ddiffodd y goleuadau (heblaw'r goleuadau diogelwch).	
Agor a chau'r ysgol pe ceid argyfwng neu petai angen mynediad am unrhyw reswm arall ar unrhyw adeg y tu allan i oriau ysgol arferol.	
Adrodd ynghylch materion trwsio/cynnal a chadw fel y bo'n briodol.	
Agor a chau'r Ysgol pan y'i defnyddir gan gyrff neu sefydliadau allanol sy'n talu pris llogi ychwanegol, gan sicrhau fod yr adeiladau'n cael eu gadael mewn cyflwr glân a threfnus.	
Cynnal a sicrhau diogelwch y Bwylerdy. Addasu gosodiadau gwres/dŵr a monitro gweithrediadau'r bwyler.	
Delio â'r toiledau: trapiau draen, cwteri a draeniau	
Cadw'r tu allan yn rhydd o sbwriel, dail, eira ayyb a graeanu llwybrau pan fo rhew.	
Dyletswyddau cludo: e.e. cario cewyll a chynwysyddion, symud dodrefn ac offer ayb.	
Cyflawni gweithdrefnau ac archwiliadau rheolaidd o'r offer gan gynnwys profi a chofnodi dŵr, cofnodi'r ynni a ddefnyddir)	
Ymgymryd ag atgyweiriadau ac altradau, doddi/gwaredu gosodion fel rhan o waith cynnal a chadw eiddo cyffredinol sy'n gofyn am wybodaeth ymarferol o waith coed, cynnal a chadw adeiladau cyffredinol a gwaith plymwr sylfaenol.	
Sicrhau diogelwch a chynhaliaeth yr offer pŵer er defnydd gwaith.	
Paentio ac addurno	
Newid bylbiau golau, tiwbiau, cychwynwyr ayyb (hyd at uchder cymeradwyedig)	

Primary School Caretaker Level 3
Grade 6 (scp 18-20)
Salary: (£26,403 - £27,694 FTE)

This level considered appropriate for individuals working 15 or more hours per week.

Schedule of Work/Main duties

Unlock the school Monday to Friday and disarm burglar alarms.	
Immediately following the departure of the last member of the schools establishment: Check and set heating control systems if necessary. Set burglar alarms. Ensure combustible materials are kept clear of heaters and electrical appliances, and unless instructed otherwise they are turned off. Visually inspect the premises ensuring that they are left in a secure and safe condition e.g. securely lock all doors and windows, turn off lighting (other than security lights).	
Open and close the school in the event of an emergency or access being required for any other reason at any time outside normal school hours.	
Report repair/maintenance issues as appropriate.	
Open and close the school when used by outside bodies or organisations ensuring that the school premises are left in a clean and orderly condition, for which additional lettings payments are made.	
Maintain and ensure security of boiler house. Adjust heat/water settings and monitor boiler operation.	
Attend to toilets: drain traps, gutters and drains	
Keep outside areas clear of litter, leaves, snow etc. and grit paths when icy.	
Porterage duties: eg. conveyance of crates, containers, moving furniture and equipment etc.	
Carry out routine procedures and inspections of equipment inc. water testing and record keeping, energy consumption recording etc.	
Undertake repairs, alterations, installation/removal of fixtures and fittings within the scope of general property maintenance and requiring a working knowledge of carpentry, general building maintenance and basic plumbing.	
Ensure maintenance and security of power tools and equipment for use in undertaking work.	
Painting and decorating.	
Change light-bulbs, tubes, starters etc. (up to recommended height levels)	