

Disgrifiad Swydd

Teitl y Swydd	Cynorthwydd Clwb Brecwast
Cyfeirnod at Ddibenion Gwerthuso Swyddi	
Maes Gwasanaeth	Clwb Brecwast
Graddfa SCP a Chyflog (yn amodol ar Werthuso Swyddi)	
Diben y Swydd	Mae Ysgol Llannon wedi ei lleoli yng nghanol y pentref. Rydym yn chwilio am unigolyn caredig, gofalgar a chyfeillgar i ymuno â'n tîm a chynorthwyo ein plant yn ein hysgol hapus.
Lleoliad	Ysgol Llannon
Oriau Gwaith	8:00 tan 9:00, 5 bore'r wythnos
Math o Gontract	Cyfnod Penodedig
Hyd y Contract	Cyfnod Penodedig hyd at 19 Mawrth 2027
Teitl swydd y Rheolwr Llinell Uniongyrchol	Natalie Davies Pennaeth
Cyfrifoldebau Goruchwyllo / Rheoli – os ydyw'n berthnasol	
Dyletswyddau a chyfrifoldebau	• Deall a chydymffurfio â Pholisi Cyfle Cyfartal y Cyngor. • Ymgysylltu â disgyblion a'u hannog i gyfathrebu â chyfoedion ac ymuno â gweithgareddau. • Presenoldeb parhaus yn ystod y Clwb Brecwast er mwyn sicrhau diogelwch disgyblion a'u hymddygiad cyffredinol yn unol â chod ymddygiad yr ysgol. • Cwblhau cofrestri presenoldeb a gwaith papur arall yn ôl yr angen. • Bod yn ymwybodol a chydymffurfio â pholisïau a gweithdrefnau sy'n ymwneud â chynhwysiant, amddiffyn plant, iechyd a diogelwch, cyfrinachedd

	a diogelu data, gan adrodd am bob pryder i berson priodol. • Paratoi brecwast i ddisgyblion. • Goruchwyllo plant yn y neuadd. • Goruchwyllo plant ar iard yr ysgol.
Atebolrwydd	

Manyleb Person

Y cymwysterau academaidd/proffesiynol/technegol/galwedigaethol (gan gynnwys Lefel y cymwysterau) sy'n ofynnol ar gyfer y swydd	Mae penodiad i'r swydd hon wedi'i eithrio o'r Ddeddf Adsefydlu Troseddwyr ac yn amodol ar y gwiriad DBS canlynol: Gwiriad Manylach gyda Phlant o'r Rhestr Waharddedig			
Lefel y sgiliau ieithyddol sy'n ofynnol ar gyfer y swydd (Gweler y canllawiau iaith a'r ceri net)	Gweler y tabl isod. <i>*Nodyn: Bydd gofyn i'r ymgeisydd llwyddiannus ddysgu'r Gymraeg o fewn 2 flynedd o gael ei benodi os nad ydyw eisoes yn siarad Cymraeg.</i>			
	Gwrandod/Siarad	Darllen	Ysgrifennu	
Saesneg (Lefelau Fframwaith ALTE)	5			Hanfodol
Cymraeg (Lefelau Fframwaith ALTE)	5			Hanfodol*
Sgiliau ymarferol/personol sy'n ofynnol ar gyfer y swydd	- Gwybodaeth briodol o gymorth cyntaf. - Gallu i gysylltu'n dda gyda phlant ac oedolion. - Gweithio'n adeiladol fel rhan o dîm. - Gwybod am a chydymffurfio gyda pholisïau a gweithdrefnau yn ymwneud â chynhwysiant, amddiffyn plant, iechyd a diogelwch, cyfrinachedd a diogelwch data, gan hysbysu unigolyn priodol am bob mater o gonsyrn. - Unigolyn sy'n garedig, amyneddgar ac yn barod i adeiladu perthynas dda â disgyblion, aelodau o staff a rhieni - Sgiliau rhyngpersonol rhagorol - Y gallu i weithio'n drefnus ac yn annibynnol			
Profiad sy'n ofynnol ar gyfer y swydd	Byddai profiad o weithio gyda neu ofalu am blant o oedran perthnasol o fantais.			
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd				
Sgiliau/cymwysterau dymunol				

Job Description

Post Name	Breakfast Club Assistant
Job Evaluation Post No	
Service Area	Breakfast club
Grade SCP and salary – subject to Job Evaluation	
Job Purpose	Ysgol Llannon is set in the heart of the village. We are looking for a breakfast club assistant to join our team and assist our children in our happy school.
Location	Llannon Primary school
Hours of Work	8:00 to 9:00, 5 mornings a week
Type of Contract	Fixed-Term
Length of Contract	Fixed-Term until 19 March 2027
Immediate Line Managers job title	Natalie Davies Headteacher
Supervisory/Managerial responsibilities – if applicable	
Duties and responsibilities	• To understand and comply with the Council's Equal Opportunities Policy. • To engage with pupils and encourage them to communicate with peers and join activities. • To provide a continuous presence during Breakfast Club so as to ensure the safety of pupils and their general conduct in accordance with the school behaviour code. • To complete registers of attendance and other paperwork as required. • Be aware of and comply with policies and procedures relating to inclusion, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Preparing breakfast for pupils • Supervising children in the hall

	• Supervising children on the school yard
Accountability	

Person Specification

The Academic / professional / Technical / vocational qualifications (including qualification Level) required for the post	Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to the following DBS check: An Enhanced with Children Barred List Check			
Linguistic skills level required for the post (Please refer to guidance on ceri net)	See table below. <i>*Note: The successful candidate <u>will be required</u> to learn the language within 2 years of being appointed if he/she is not currently a Welsh speaker.</i>			
	Listening/ Speaking	Reading	Writing	
English (ALTE Framework Levels)	5			Essential
Welsh (ALTE Framework Levels)	5			Essential*
Practical/personal skills required for the post	• Appropriate knowledge of first aid. • Ability to relate well to children and adults. • Work constructively as part of a team. • Be aware of and comply with policies and procedures relating to inclusion, child protection, safeguarding, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person. • Someone warm, caring and approachable • Ability to build positive relationships with pupils, parents and staff • Strong interpersonal skills • Ability to work independently and calmly			
Experience required for the post	Experience of working with or caring for children of relevant age would be an advantage.			
Training/education required to be undertaken for the post/worked towards				
Desirable Skills/Qualifications				