



Proffil Swydd/Job Profile

Teitl y Swydd – Cynorthwydd Clerigol

Post Title - Clerical Assistant

Adran	Addysg a Phlant
Department	Education & Children
Is-Adran/Adain	Ysgol Gynradd Gymunedol Myrddin
Division/Section	Myrddin Community Primary School
Gradd/Grade	B
Rhif y Swydd/Post Number	001452
Paratowyd Gan/Prepared by	Pennaeth Gweithredu / Acting Headteacher
Dyddiad Paratoi/Date prepared	Mawrth/ March 2024

Every employee is expected to uphold the authority's core values reflected within our Behaviour and Values Framework and maintain the principles of the authority's Equality and Diversity Policy or, if employed within a school, the school's Equality and Diversity Policy, as appropriate to the accountabilities and seniority of the post within the organisation.

Disgwylir i bob gweithiwr gynnal gwerthoedd craidd yr Awdurdod, sydd wedi'u hadlewyrchu yn ein Fframwaith Ymddygiad a Gwerthoedd, a chynnal egwyddorion Polisi Cydraddoldeb ac Amrywiaeth yr Awdurdod neu, os ydynt yn gweithio mewn ysgol, Bolisi Cydraddoldeb ac Amrywiaeth yr ysgol, fel sy'n briodol i lefel atebolrwydd a chyfrifoldeb y swydd yn y sefydliad.

Prif Ddiben y Swydd

O dan gyfarwyddyd / arweiniad staff uwch: darparu cymorth gweinyddol / ariannol cyffredinol i'r ysgol.

Prif cyfrifoldebau

Trefniadaeth

- Ymgymryd â dyletswyddau derbynfa, ateb y ffôn, ymateb i ymholiadau cyffredinol wyneb yn wyneb a derbyn ymwelwyr gan sicrhau eu bod yn arwyddo'r llyfr ymwelwyr
- Cynorthwyo i wneud trefniadau ar gyfer teithiau ysgolion, digwyddiadau, ayyb.

Gweinyddu

- Darparu cefnogaeth glerigol cyffredinol / gweinyddol. e.e. llungopïo, ffeilio, llenwi ffurflenni safonol, ymateb i ohebiaeth arferol
- Cynnal cofnodion ysgrifenedig a chyfrifiadurol / systemau rheoli gwybodaeth
- Cynhyrchu rhestrau / gwybodaeth / data yn ôl y gofyn, ee data disgyblion
- Ymgymryd â phrosesu geiriau a thasgau TG eraill
- Didoli a dosbarthu'r post
- Ymgymryd â gweithdrefnau gweinyddol

Adnoddau

- Defnyddio offer/pecynnau TGCh perthnasol (ee Word, Excel, cronfeydd data, taenlenni, Rhyngrwyd)
- Cynnal stoc a chyflenwadau, catalogio a dosbarthu yn ôl y gofyn
- Ymgymryd â gweinyddu ariannol cyffredinol, ee prosesu archebion
- Ymgymryd â gweinyddu ariannol o gyfrifon cronfa'r ysgol a codi arian tuag at awtistiaeth.
- Bod yn gyfrifol am gronfa ariannol Ysgol Pwll a chyfrif yr 'ATF', gan gynnwys casglu, bancio a chadw cofnodion o'r arian dderbynnir oddi wrth ddisgyblion. Sicrhau bod anfonebau ar gyfer y cyfrifon hyn yn cael eu talu yn brydlon. Sicrhau bod cyfriflyfr cronfa'r ysgol yn cael ei gadw'n gyfredol ac yn barod ar gyfer diwedd y flwyddyn i'w archwilio gan yr Archwilwyr Allanol.

Cyfrifoldeb

- Bod yn ymwybodol o, a chydymffurfio â pholisïau a gweithdrefnau sy'n ymwneud ag amddiffyn plant, iechyd, diogelwch a diogeledd, cyfrinachedd a diogelu data, gan adrodd am bob pryder i'r person priodol
- Bod yn ymwybodol o, a chefnogi, gwahaniaethu a sicrhau cyfle cyfartal i bawb
- Cyfrannu at ethos / gwaith / nodau ac amcanion cyffredinol yr ysgol
- Gwerthfawrogi a chefnogi rôl gweithwyr proffesiynol eraill

Cymryd rhan mewn hyfforddiant a gweithgareddau dysgu eraill a datblygu perfformiad yn ôl y gofyn

Yn gyfrifol am staff/offer

Yn atebol i

Pennaeth

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiynol

NVQ 2 neu gymhwyster cyfwerth neu brofiad mewn disgyblaeth berthnasol

Y sgiliau sy'n ymwneud â'r swydd a Galluoedd

Sgiliau rhifedd / llythrennedd da

Gwybodaeth

Gwybodaeth briodol am gymorth cyntaf

Defnydd effeithiol o becynnau TGCh perthnasol, gan gynnwys Word, Excel, cronfeydd data, taenlenni a systemau gwybodaeth eraill

Defnyddio offer / adnoddau perthnasol

Sgiliau bysellfwrdd da

Y gallu i gynnal perthynas dda â phlant ac oedolion

Gweithio'n adeiladol fel rhan o dîm, gan ddeall swyddogaethau a chyfrifoldebau ysgol a'ch sefyllfa eich hun o fewn y rhain

Y gallu i nodi anghenion hyfforddiant a'ch datblygiad eich hun a chydweithredu yn y dulliau i fynd i'r afael â'r rhain

Profiad

Gwaith clerigol / gweinyddol cyffredinol

Gwaith gweinyddol cyffredinol yn ymwneud ag arian/bancio

Rhinweddau personol

Meini Prawf Dymunol

Gwybodaeth am bolisïau perthnasol / codau ymarfer ac ymwybyddiaeth o ddeddfwriaeth berthnasol

Sgiliau Iaith /Cyfathrebu

Cliciwch ar y ddolen - [Beth yw lefel eich gallu?](#)

Cymraeg	Sgiliau Llafar Lefel 1	Sgiliau Ysgrifennu Lefel 1
Saesneg	Sgiliau Llafar Lefel 4	Sgiliau Ysgrifennu Lefel 4
Arall (nodwch)		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)

Gall fod gwiriadau DBS yn ofynnol ar gyfer rhai swyddi lle bydd angen gweithio gyda phlant ac oedolion agored i niwed. Mae'r canlynol yn ofynnol ar gyfer y swydd hon

Adran A – y math o ddatgeliad **Datgeliad Manwl gan wirio'r rhestr wahardd**

Adran B – y math o weithlu **Y gweithlu plant**

Adran C – A yw'n ofyniad
ar gyfer adnewyddiadau DBS 3 blynedd neu
DBS wedi cofrestru ar y gwasanaeth diweddarau **Nage**

Y RHESWM

Gweithio mewn ysgol

UNRHYW WYBODAETH ARALL

Mae diogelu yn fater i bawb. Mae gan bob un ohonom gyfrifoldeb am amddiffyn plant ac oedolion sydd mewn perygl, gweithio mewn ffordd sy'n hyrwyddo ac yn cefnogi eu budd pennaf, a rhoi gwybod am unrhyw bryderon."

Main Purpose of Job
Under the instruction/guidance of senior staff: provide general administrative/financial support to the school.
Key responsibilities
Organisation * Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors * Assist in arrangements for schools trips, events etc. Administration * Provide clerical/admin. support e.g. emails, sending invoices to the LA for payment, checking batch reports, photocopying, filing, complete standard forms, respond to routine correspondence, messages to parents. * Maintain manual and school computerised records/management information systems. * Produce lists/information/data as required e.g. pupils data. * Undertake word-processing and other IT based tasks. * Sort and distribute mail. * Undertake administrative procedures. Resources * Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet) * Maintain stock and supplies, cataloguing and distributing as required * Undertake general financial administration e.g. processing orders * Undertake financial administration of school fund. * To be responsible for the accounting of the school fund and fundraising account, including the collection, banking and record keeping of monies from pupils. To make sure that invoices for these accounts are paid promptly. To make sure the school fund ledger is kept up to date ready for end of year Audit and for the external auditors. Responsibilities * Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person * Be aware of and support difference and ensure equal opportunities for all * Contribute to the overall ethos/work/aims of the school * Appreciate and support the role of other professionals * Participate in training and other learning activities and performance development as required
Responsible for staff/equipment
Reporting to
Headteacher

Essential Criteria
Qualifications, Vocational training and Professional Memberships
NVQ 2 or equivalent qualification or experience in relevant discipline
Job Related Skills and Competencies
Good numeracy/literacy skills
Knowledge
Appropriate knowledge of first aid Effective use of relevant ICT packages including Word, Excel, databases, spreadsheets and other information systems Use of relevant equipment/resources Good keyboard skills Ability to relate well to children and adults Work constructively as part of a team, understanding school roles & responsibilities and your own position within these Ability to identify own training & development needs & cooperate with means to address these
Experience
General clerical/administrative work General admin. work with money/banking
Personal qualities
Communication skills. Enthusiasm, responsibility, dependability. Good interpersonal skills. The ability to be flexible and manage own workload Every employee is expected to uphold the authority's core values and maintain the principles of the authority's Equality and Diversity Policy or, if employed within a school, the school's Equality and Diversity Policy, as appropriate to the accountabilities and seniority of the post within the organisation.
Desirable Criteria
Knowledge of relevant policies/codes of practice & awareness of relevant legislation.

Language and Communication Skills

Click on the link [What level are you?](#)

Welsh	Spoken Level 1	Written level 1
English	Spoken Level 4	Written level 4
Other (please State)		

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS

DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires:

Section A – type of disclosure **Enhanced Disclosure with Barred list check**

Section B – workforce type **Child Workforce**

Section C – Does the post require 3 yearly DBS renewals or registration with the DBS online update service? **No**

JUSTIFICATION

Working in a school

ANY OTHER INFORMATION

Safeguarding is everyone's business. All of us have a responsibility for protecting children and adults at risk, working in a way that promotes and supports their best interests and for reporting any concerns