Proffil Swydd/Job Profile

Teitl y Swydd – Swyddog Gweinyddol (Dros Dro)
Post Title - Administrative Officer (Temporary)

Adran	Addysg a Phlant
Department	Education and Children

Is-Adran/Adain	Ysgol Pontyberem
Division/Section	Ysgol Pontyberem

Gradd/Grade	Rhowch gradd/ enter grade

Rhif y Swydd/Post Number	

Paratowyd Gan/Prepared By	Mrs Indeg Griffiths

Dyddiad/Date	Hydref 2026/October 2026

Prif Ddiben y Swydd

- Trefnu a goruchwylio'r holl swyddogaethau gweinyddol sy'n ymwneud â'r ysgol, gan fabwysiadu a dyfeisio systemau i sicrhau bod gweithrediadau'n rhedeg yn esmwyth.
- Monitro ac adrodd ar ddata presenoldeb ysgol gyfan, gan ddadansoddi data i nodi meysydd allweddol o bryder.
- Gweithio'n agos gyda disgyblion, staff, rhieni a gofalwyr i leihau lefelau absenoldeb.
- Gweithio gyda phlant a theuluoedd i wella lefelau presenoldeb.
- Hyrwyddo diwylliant presenoldeb a phrydlondeb cadarnhaol yn yr ysgol

Prif cyfrifoldebau

Gweinyddol

- Rheoli gweinyddiad swyddogaethau personél o fewn yr ysgol, gan gysylltu ag adran Adnoddau Dynol yr Awdurdod Lleol. Sicrhau bod gweithdrefnau diogelu yn gadarn ac wedi'u gwreiddio.
- Sicrhau bod cofnodion personél cywir, gan gynnwys salwch ac absenoldebau eraill, yn cael eu cadw a bod gwybodaeth yn cael ei throsglwyddo i'r Gwasanaethau AD a chyflogres yn ôl yr angen. Adroddiad yn cael ei roi i'r Pennaeth ½ bob tymor. Paratoi a hysbysu am newidiadau staff i'r AALl. Rhoi hunan-dystysgrifau a sicrhau bod papurau meddyg yn cael eu derbyn. Cynnal cyfarfod 'Dychwelyd i'r gwaith' gyda staff ar ol cyfnod o salwch.
- Cysylltu ag asiantaethau Staffio Cyflenwi pan fo staff yn absennol. Gwneud hawliadau o'r Polisi Yswiriant Absenoldeb Staff.
- Darparu cefnogaeth i staff, ymateb i ymholiadau a dod o hyd i wybodaeth am faterion staffio, e.e. hawl i salwch, absenoldeb mamolaeth, ac ati.
- Cadw cofnodion staff ac adrodd i gyrff y Sir a chyrff allanol yn ôl yr angen.
- Cynnal a chadw offer ac eiddo. Cysylltu â chwmnïau os oes angen atgyweirio offer e.e. llungopïwr. Cysylltu â'r AALl os oes angen atgyweiriadau/gwaith i eiddo'r ysgol.
- Diweddaru cyflenwadau meddygol ar gyfer Cymorth Cyntaf. Bod yn gyfrifol am ddiweddaru eich Hyfforddiant Cymorth Cyntaf eich hun a staff eraill
- Llythyrau prosesu geiriau, gan gynnwys llythyrau cyfrinachol eu natur. Anfon, derbyn ateb ac anfon e-byst ymlaen.
- Rheolwr recriwtio ar system OLEEO

Ariannol

- Rholi system ParentPay i alluogi rhieni i'w ddefnyddio.
- Creu adroddiadau
- Cydlynnu taliadau
- Rheoli'r systemau o fewn ParentPay.
- Rheoli arian a gesglir e.e. ar ddiwrnodau elusennol.

Cofnodion Dysgwyr

- Yn gyfrifol am drefniadau gweinyddol mewn perthynas â data disgyblion.
- Yn gyfrifol am weinyddu derbyniadau disgyblion, gan sicrhau cydymffurfiaeth â threfn sirol/LICC.
- Coladu a dychwelyd data ystadegol e.e. ar gyfer y datganiadau PLASC/Presenoldeb blynyddol i'r Swyddfa Gymreig ac asesiadau, gan gadw at derfynau amser.
- Sicrhau cofrestriad ar gyfer y Ddeddf Diogelu Data a chydymffurfio â hi, gan gynnal cyfrinachedd a chadw cofnodion yn gywir ac yn gyfredol.

Presenoldeb ysgol

- Trafod a nodi'r rhesymau dros beidio â mynychu ysgol a phresenoldeb isel eu plant gyda rhieni, a gweithio gyda rhieni ac eraill i sicrhau presenoldeb rheolaidd a hyrwyddo cynhwysiant
- Rhoi sylw manwl i adnabod ac atal absenoldeb ac arferion ymddygiad yn gynnar.
- Canfod achosion tebygol ymddygiad a allai arwain at waharddiad a chynorthwyo mewn gweithgareddau sy'n canolbwyntio ar atebion i ddatrys hyn, er mwyn lleihau gwaharddiad
- Gweithio'n agos gyda'r Tîm Diogelu a Phresenoldeb Ysgolion, a'r swyddog presenoldeb ysgol i gefnogi disgyblion i gynnal lefelau da o bresenoldeb ysgol.
- Helpu i nodi a chefnogi mynediad at gyfleoedd dysgu amgen lle bo hynny'n briodol, gan gyfeirio disgyblion fel y bo'n briodol.
- Ar y cyd gyda'r Swyddog Presenoldeb, cefnogi teuluoedd disgyblion sydd wedi, neu sydd mewn perygl o gael eu gwahardd.
- Chwarae rôl arweiniol mewn ysgolion a phrosiectau ehangach yn y gymuned.
- Cadw cofnodion gwybodus o'r holl gamau a gymerir i wella presenoldeb ac ymddygiad disgyblion.

Cyffredinol

- Bydd gofyn i ddeiliad y swydd weithio *y tu allan i oriau* o bryd i'w gilydd yn Nosweithiau Rhieni a digwyddiadau tebyg eraill; bydd amser i ffwrdd yn lle hynny yn cael ei ddyfarnu.
- Bydd gofyn i ddeiliad y swydd o bryd i'w gilydd fynychu cyrsiau hyfforddi a gweithgareddau eraill sy'n berthnasol i'r swydd.
- Bydd gofyn i ddeiliad y swydd o bryd i'w gilydd ymgymryd â dyletswyddau eraill sy'n gymesur â lefel y swydd.

Rhaid i ddeiliad y swydd sicrhau bod arferion gwaith diogel a diogel yn cael eu gwneud bob tro.

Byddwch hefyd yn ymwneud a:

- Mynychu a chymryd rhan mewn hyfforddiant lleol a chenedlaethol perthnasol.
- Trefnu cyflenwi yn unol ag absenoldeb staff, o dan arweiniad y pennaeth.

Gall gweithgareddau eraill hefyd gynnwys:

Cefnogi gweithgareddau ar y safle, megis digwyddiadau cymunedol, boreau coffi, codi arian gyda phlant neu gweithgareddau'r Gymdeithas Rhieni ag Athrawon (PTA)

Yn atebol i : Pennaeth

Prif dyletswyddau

- Mae swyddfa'r ysgol yn amgylchedd prysur ac yn bwynt cyswllt ar gyfer ymwelwyr a galwadau ffôn trwy gydol y diwrnod ysgol. Mae'n ofynnol i ddeiliad y swydd dderbyn ac ymateb i geisiadau ac ymholiadau, cyfarch a chyfeirio ymwelwyr i'r ardaloedd perthnasol ac ymateb i ymholiadau ffôn. Mae'r Pennaeth, staff yr ysgol a'r Swyddog Gweinyddol yn cefnogi ei gilydd yn y dyletswyddau hyn.
- Yn gyfrifol am brosesu post yr ysgol, delio ag unrhyw faterion a chysylltu â staff/asiantaethau eraill sy'n gysylltiedig â'r ysgol.
- Cynhyrchu ac ymateb i ohebiaeth sy'n aml yn gymhleth ei natur, er enghraifft gohebiaeth ar ran y corff llywodraethu mewn ymateb i ymholiadau neu gwynion.
- Datblygu a chydymffurfio â gweithdrefnau i alluogi rhediad esmwyth gweithrediadau.
- Rheoli llwyth gwaith cymhleth, gyda blaenoriaethau a therfynau amser sy'n gwrthdaro ac ymyriadau cyson.
- Cyfrifoldeb systemau absenoldebau staff ar system MyView.
- Cyfrannu at ddatblygu a gweithredu ethos/gwaith/nodau cyffredinol yr ysgol.
- Cymryd rhan mewn hyfforddiant a datblygu perfformiad yn ôl yr angen.
- Cynnal disgresiwn a chyfrinachedd wrth ymdrin â gwybodaeth a sefyllfaoedd sensitif.
- Gwybodaeth am ddulliau a systemau i wella presenoldeb a phrydlondeb dysgwyr – arwain cyfarfodydd gyda rhieni pan fo presenoldeb yn peri gofid.
- Sicr am brosesau diogelu ac amddiffyn plant, cydweithio â swyddog diogelu'r ysgol.
- Arddangos sgiliau rhyngbersonol datblygedig; y gallu i gyfathrebu yn effeithiol ar lafar ac yn ysgrifenedig, yn uniongyrchol gyda theuluoedd, disgyblion, ysgolion ac amrywiaeth o weithwyr proffesiynol ac asiantaethau eraill.
- Yn gallu gweithio ar fenter eich hun, gan sefydlu blaenoriaeth a chwrdd a thargedau, a therfynau amser y cytunwyd arnynt.
- Y gallu i gyflawni cyfrifoldebau'r swydd yng nghyd-destun ac yn unol â pholisïau Cyfle Cyfartal, Amddiffyn Plant ac Iechyd a Diogelwch yr Ysgol
- Y gallu i adnabod ac ymateb i'r problemau penodol a wynebir gan bobl ifanc ddifreintiedig a'u teuluoedd mewn cymuned amlddiwylliannol amrywiol.
- Y gallu i gefnogi dulliau cyfathrebu'r ysgol megis ParentPay, tudalen Facebook & Gwefan yr ysgol.

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiyno

Addysg gyffredinol o safon dda hyd at TGAU. Profiad helaeth o waith tebyg mewn sefydliad addysg.

Sgiliau cyfathrebu rhagorol – ar lafar ac ar bapur

Profiad TGCh, mewn defnyddio Word, Excel, Teacher Centre neu systemau cyffelyb ar gyfer rheoli ysgolion.

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

Y gallu i reoli llwyth gwaith cymhleth ac iddo flaenoriaethau sy'n gwrthdaro, a dyddiadau cau.

Y gallu i reoli amgylchedd sy'n gofyn llawer gennych

Y gallu i ymwneud yn dda â phlant ac oedolion.

Sgiliau cyfathrebu rhagorol.

Gwybodaeth

Gwybodaeth am drefniadaeth a strwythur gweinyddol ysgol gynradd.

Gwybodaeth yn ymwneud â asiantaethau allanol

Profiad

Profiad o ymdrin â phlant ysgol gynradd, aelodau o gymuned yr ysgol, cynrychiolwyr o'r Awdurdod Addysg Lleol a chontractwyr

Profiad o ymdrin â phobl ar bob lefel mewn cymdeithas a gwybodaeth ynghylch materion gwahaniaethu.

Rhinweddau personol

- Parodrwydd i gydymffurfio â'r polisïau a'r gweithdrefnau a fabwysiadwyd gan yr Ysgol.
- Meddu ar y gallu i gynnal eich hun mewn modd proffesiynol ar bob adeg.
- Trefnus, rhagweithiol a hunan-gymhellol
- Sgiliau rheoli amser ardderchog
- Ymrwymiad i gynnal a hyrwyddo ethos a gwerthoedd yr ysgol
- Y gallu i gadw cyfrinachedd bob amser
- Wedi ymrwymo i ddiogelu, cydraddoldeb, amrywiaeth a chynhwysiant

Sgiliau Iaith /Cyfathrebu

Cliciwch ar y ddolen - Beth yw lefel eich gallu?

Cymraeg	**Sgiliau Llafar Lefel 5**	**Sgiliau Ysgrifennu Lefel 5**

Saesneg	**Sgiliau Llafar Lefel 5**	**Sgiliau Ysgrifennu Lefel 5**
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**

Y RHESWM

Gweithio mewn ysgol

UNRHYW WYBODAETH ARALL

Main Purpose of Job
• Organise and supervise all administrative functions relating to the school, adopting and devising systems to ensure that operations run smoothly. • Monitor and report on whole school attendance data, analysing data to identify key areas of concern. • Work closely with pupils, staff, parents and carers to reduce levels of absence. • Work alongside the Education Welfare Service to reduce levels of unauthorized absence and promote whole school attendance strategies. • Work with children and families to improve attendance levels. • Promote a culture of positive attendance and punctuality in the school
Key responsibilities

Administrative

- Manage the administration of personnel functions within the school, liaising with the Human Resources department of the Local Authority. Ensure safeguarding procedures are robust and embedded.
- Ensure that accurate personnel records, including sickness and other absences, are kept and that information is passed on to HR Services and payroll as required. A report is given to the headteacher every half term. Prepare and inform about staff changes to the LEA. Issuing self-certificates and ensuring that doctor's papers are received. Conduct 'Back to work interviews' after periods of absence.
- Liaise with Supply Staffing agencies when staff are absent. Making claims from the Staff Absence Insurance Policy.
- Provide support to staff, respond to inquiries and find information about staffing issues, e.g. entitlement to sickness, maternity leave, etc.
- Keep staff records and report to County bodies and external bodies as necessary.
- Maintenance of equipment and property. Contact companies if equipment needs to be repaired e.g. photocopier. Contact the LEA if repairs/work is needed to the school's property.
- Update medical supplies for First Aid. Be responsible for updating your own and other staff's First Aid Training
- Word processing letters, including letters of a confidential nature. Send, reply and forward emails.

Financial

- Roll out the ParentPay system to enable parents to use it.
- Create reports
- Coordinate payments
- Manage the systems within ParentPay.
- Managing monies collected e.g.on charity days.

Learners' Records

- Responsible for administrative arrangements in relation to pupils' data.
- Responsible for administering pupil admissions, ensuring compliance with county/WAG regulations.
- Collate and return statistical data e.g. for the annual PLASC/Attendance statements to the Welsh Office and assessments, adhering to deadlines.
- Ensure registration for the Data Protection Act and comply with it, maintaining confidentiality and keeping accurate and up-to-date records.

School Attendance

- Discuss and identify the reasons for children's non-attendance and low attendance with parents, and work with parents and others to ensure regular attendance and promote inclusion.
- Pay close attention to the early identification and prevention of absence and behavioural concerns.
- Identify possible causes of behaviour that may lead to exclusion and support solution-focused interventions to address these issues, with the aim of reducing exclusions.
- Work closely with the School Safeguarding and Attendance Team, and the school attendance officer, to support pupils in maintaining good levels of school attendance.
- Help identify and support access to alternative learning opportunities where appropriate, referring pupils as necessary.

- In partnership with the Attendance Officer, support the families of pupils who have been, or are at risk of being, excluded.
- Play a leading role in school-based and wider community projects.
- Maintain accurate and informative records of all actions taken to improve pupil attendance and behaviour.

General

- The post holder will be required to work outside normal working hours on occasion, including Parents' Evenings and similar events; time off in lieu will be granted.
- The post holder will occasionally be required to attend training courses and other activities relevant to the role.
- The post holder will occasionally be required to undertake other duties commensurate with the level of the post.
- The post holder must ensure that safe and secure working practices are followed at all times.

You will also be involved in:

• Advise parents on how to access support services.

• Attend and participate in relevant local and national training.

• Organising supply staff in accordance with staff absence, under the guidance of the headteacher.

Other activities may also include Supporting on-site activities, such as community events, coffee mornings, fundraising with children or Parent Teacher Association (PTA) activities

Reporting to: Headteacher

Main resoinsibilities

- The school office is a busy environment and serves as a point of contact for visitors and telephone calls throughout the school day. The post holder is required to receive and respond to requests and enquiries, greet and direct visitors to the appropriate areas, and respond to telephone enquiries. The Headteacher, school staff, and Administrative Officer support one another in carrying out these duties.

- Responsible for processing the school's mail, dealing with related matters, and liaising with staff and external agencies connected with the school.

- Produce and respond to correspondence, often of a complex nature, for example correspondence on behalf of the Governing Body in response to enquiries or complaints.

- Develop and adhere to procedures that enable the smooth running of operations.

- Manage a complex workload, balancing competing priorities, deadlines, and frequent interruptions.

- Responsible for staff absence systems through the MyView system.

- Contribute to the development and implementation of the school's overall ethos, work, and objectives.

- Participate in training and performance development activities as required.

- Maintain discretion and confidentiality when handling sensitive information and situations.

- Possess knowledge of strategies and systems to improve learner attendance and punctuality, including leading meetings with parents where attendance is a concern.

- Have a secure understanding of safeguarding and child protection procedures, working collaboratively with the school's Designated Safeguarding Officer.

- Demonstrate advanced interpersonal skills and the ability to communicate effectively, both verbally and in writing, with families, pupils, schools, and a wide range of professionals and agencies.

- Be able to work on your own initiative, prioritising tasks and meeting agreed targets and deadlines.

- Have the ability to carry out the responsibilities of the role within the framework of the school's Equal Opportunities, Child Protection, and Health and Safety policies.

- Have the ability to identify and respond to the specific challenges faced by disadvantaged young people and their families within a diverse multicultural community.

- Be able to support the school's communication platforms and systems, such as ParentPay, the school Facebook page, and the school website.

Essential Criteria

Qualifications, Vocational training and Professional Memberships

Good general standard of education up to GCSE level standard. Considerable work experience in an educational setting.

Excellent communication skills verbal and written

ICT competence, in the use of Word, Excel, Teacher Centre and Resource Link school management systems

Experience in referring families to agencies

Job Related Skills and Competencies

Ability to manage a complex workload with conflicting priorities and deadlines.

Ability to manage a demanding environment

Ability to relate well to adults and children.

Excellent communication skills.

Knowledge

Knowledge of the organisation and administration structure of a primary school.

Awareness of child protection issues and data protection legislation.

Awareness of HR procedures, teachers' pay, support staff pay structures and staff terms and conditions.

Awareness of Recruitment

Awareness of robust safegurading procedures

Experience

Experience of dealing with primary school children, members of the school community

representatives from the LEA and contractors

Experience of relating to people across the social spectrum, and knowledge of discrimination issues.

Experience of meeting with families and referring to external agencies when they require support.

Click on the link What level are you?

Language and Communication Skills		
Welsh	**Spoken Level 5**	**Written level 5**
English	**Spoken Level 5**	**Written level 5**
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**

JUSTIFICATION
Working in a school

ANY OTHER INFORMATION