



CYNGOR SIR POWYS COUNTY COUNCIL  
Ysgol Bro Hyddgen



## DISGRIFIAD SWYDD

**The ability to work / communicate in Welsh is essential for this post (please scroll to page 4 for English version of the job description)**

<b>Teitl y Swydd:</b>	<b>Uwch Weinyddwr/Bwrsar</b>
<b>Rhif y Swydd:</b>	<b>I'w gadarnhau</b>
<b>Oriau:</b>	<b>37 awr y wythnos (llawn amser)</b>
<b>Cod Gwerthuso Swyddi:</b>	<b>SCH62</b>
<b>Is-adran/Uned:</b>	<b>Ysgolion</b>
<b>Lleoliad/Canolfan Waith:</b>	<b>Ysgol Bro Hyddgen</b>
<b>Graddfa:</b>	<b>Graddfa 7 pwynt 15 – 19 (25,878 – 27,852)</b>
<b>Yn atebol i:</b>	<b>Pennaeth a'r Corff Llywodraethu</b>

Mae Llywodraethwyr Ysgol Bro Hyddgen yn awyddus i benodi Uwch Weinyddwr/Bwrsar o'r 1af o Chwefror 2023.

Ysgol naturiol Ddwieithog 4 -18 sy'n cynnig addysg o'r radd flaenaf yw Ysgol Bro Hyddgen. Ymfalchiwn ein bod yn gallu rhoi sylw teilwng i bob disgybl mewn dosbarthiadau bychain;. Mae'r ysgol gyda dros pumdeg o fyfyrwyr yn y chweched dosbarth gyda phlant yn dod o Feirionnnydd a Cheredigion i astudio safon uwch . Mae'r ysgol yn hyrwyddo gwerthoedd gorau ein cenedl ac yn mynnu safon uchel o ddisgyblaeth ac ymddygiad.

Os hoffech chi drafod unrhyw agwedd y swydd, cysylltwch â'r Pennaeth (01654704200)

Oherwydd natur y swydd sydd ynghwlm â'r swydd rydych yn ymgeisio amdani, mae'r swydd hon yn amodol ar ofynion y Gorchymyn (Eithriadau) Deddf Adsefydlu Troseddwyr 1974 a'r Gorchymyn Diwygio (Eithriadau). Mae hyn yn golygu nad oes gennych yr hawl i atal gwybodaeth am euogfarnu, rhybuddion neu orchmynion rhwymo a allai fod fel arall wedi'u "disbyddu".

I ymgeisio cliciwch ar y linc isod.

<https://recruitment.powys.gov.uk/> (a theipio 'Hyddgen' neu Cyfeirnod y Swydd " THR0231" yn y bocs geriau allweddol)

### Prif Ddiben y Swydd:

Yn gyfrifol i'r Pennaeth am drefnu a chynnig gwasanaethau gweinyddol effeithiol i'r ysgol gyfan, defnyddio systemau gwybodaeth rheoli, paratoi cyllidebau a darparu cymorth gweinyddol cynhwysfawr i'r Pennaeth, yr Uwch Dîm Arwain (SLT) a'r Llywodraethwyr. Cynorthwyo'r Uwch Dîm Arwain gyda'i flaengynllunio a datblygiad yr ysgol.

**Cyfrifoldeb am bobl eraill:**

Mae gan y sawl sydd yn y swydd rywfaint o effaith uniongyrchol ar les unigolion neu grwpiau (h.y. corfforol, meddyliol, cymdeithasol, iechyd a diogelwch), trwy gyfrannu at weithdrefnau a gweithgareddau'r swyddfa.

**Cyfrifoldeb am staff:**

Mae gan y sawl sydd yn y swydd gyfrifoldeb am dîm bychan o staff, gan gynnwys recriwtio, rheoli perfformiad, goruchwyllo, a gwirio gwaith.

**Cyfrifoldeb am adnoddau ariannol:**

Mae gan y sawl sydd yn y swydd gyfrifoldeb am weinyddiaeth ariannol cyllideb yr ysgol (a gall reoli agwedd benodol arni), ac mae'n cynorthwyo i baratoi, monitro a gwerthuso'r gyllideb.

**Cyfrifoldeb am adnoddau ffisegol:**

Mae gan y sawl sydd yn y swydd gyfrifoldeb sylweddol am adnoddau ffisegol, gan gynnwys cyfrifoldeb am ddata / cofnodion, materion yn ymwneud â safle, ac archebu stoc a chyflenwadau.

**TASGAU, DYLETSWYDDAU A CHYFRIFOLDEBAU NODWEDDIADOL****Cynllunio a Datblygu:**

- Cynorthwyo'r Uwch Dîm Arwain i flaengynllunio ac i ddatblygu'r ysgol
- Cynorthwyo i ddatblygu a chynnal a chadw polisïau a gweithdrefnau'r ysgol.

**Swyddfa / Gweinyddol:**

- Rheoli'r drefn a'r systemau yn y swyddfa gan sicrhau newidiadau yn ôl yr angen.
- Ymddrin ag ymholiadau manwl a phenodol gan rieni, a darparu cyngor a chyfarwyddyd i staff, disgyblion ac eraill.
- Rheoli gweithdrefnau ac ymholiadau gweinyddol cymhleth.

**Cyllid:**

- Rheoli'r holl weithdrefnau gweinyddol ariannol.
- Paratoi amcangyfrifon ar gyfer cyllideb yr ysgol.
- Paratoi costiadau, er mwyn gallu penderfynu ynghylch cyfansoddiad y gyllideb derfynol.
- Cysylltu â'r Pennaeth ac Adran Gyllid Cyngor Sir Powys, paratoi cyllideb derfynol yr ysgol.
- Sefydlu a rheoli systemau i gofnodi, cyflwyno a thalu anfonebau a'r holl wariant sy'n ymwneud â'r ysgol, a'r systemau ar gyfer derbyn a chofnodi incwm.

- Paratoi cyfrifon ar gyfer y Llywodraethwyr, archwilwyr Cyngor Sir Powys a/neu archwilwyr allanol.
- Creu, gweithredu a rheoli holl gyfrifon ariannol yr ysgol.

### **Gwybodaeth rheoli:**

- Datblygu, rheoli a chynnal a chadw systemau cofnodi/gwybodaeth
- Rheoli'r holl ddulliau casglu data ac adrodd i'r Pennaeth, y Llywodraethwyr, Awdurdod Lleol, LICC, ac ati

### **Safle:**

- Cadw cofnod diweddar o'r holl waith cynnal a chadw a wneir yn yr ysgol.
- Cysylltu â'r gofalwyr ynghylch cynnal a chadw cyffredinol, a goruchwylio'r gwaith.
- Rheoli gweinyddiad cyfleusterau'r ysgol, gan gynnwys trefnu i roi rhannau o'r safle ar osod a threfnu cyhoeddusrwydd i sicrhau cymaint incwm â phosibl.
- Cysylltu â'r gofalwyr ynghylch diogelwch a chynnal a chadw'r safle.
- Cwblhau'r holl waith papur angenrheidiol ar gyfer atgyweirio a chynnal a chadw safle'r ysgol.
- Gweinyddu trwyddedau ac yswiriant yr ysgol

### **Stoc:**

- Sicrhau bod yr holl lyfrau a chyflenwadau cyffredinol yn cael eu prynu o'r ffynonellau mwyaf cost-effeithiol, yn unol â gofynion yr ysgol.
- Rheoli systemau archebu, gan gynnwys trefniadau tendro yn ôl y galw, yn unol â'r trefniadau caffael corfforaethol

### **Personél:**

- Yn gyfrifol am reoli staff ategol (ac eithrio Cynorthwywyr Addysgu), gan gynnwys recriwtio, cynefino, rheoli perfformiad, lles.
- Trin prosesau gweinyddu personél sy'n gysylltiedig â phenodi staff a chysylltu â'r Awdurdod Lleol ynghylch materion gweinyddol yn ymwneud â staffio.
- Rheoli system Adnoddau Dynol Trent, cynhyrchu adroddiadau a dadansoddiadau yn ôl y galw.
- Trefnu hyfforddiant ar gyfer staff priodol.

### **Cyffredinol:**

- Cynorthwyo i hybu'r ysgol a sicrhau arian/nawdd.
- Gweinyddu contractau gwasanaeth.
- Cynorthwyo â lles disgyblion, gan gysylltu â rhieni, staff meddygol, lles ac eraill fel y bo'n briodol.

- Trefnu archwiliadau meddygol, brechiadau rubella, ymweliadau deintydd yr ysgol ac ati.
- Cymryd rhan mewn gweithgareddau hyfforddi, dysgu a datblygu.
- Mynychu cyfarfodydd a chymryd rhan ynddynt yn ôl y galw.

### **CYMWYSTERAU, HYFFORDDIANT A GALLUOEDD TEBYGOL**

- Saesneg, Cymraeg (lle bo angen) a Mathemateg hyd at o leiaf TGAU lefel A\*-C (neu gyfwerth)
- NVQ4 (neu gymhwyster cyfwerth) neu dystiolaeth o wybodaeth a phrofiad cyfwerth mewn disgyblaeth berthnasol
- Cymwysterau prosesu geiriau (NVQ, CLAIT, ECDL) neu wybodaeth / sgiliau cyfwerth
- Gwybodaeth o becynnau TG arbenigol, e.e. cyllid, a Trent
- Profiad o weinyddiaeth ariannol
- Profiad o weinyddu swyddfa
- Profiad o weithio mewn amgylchedd ysgol
- Profiad o oruchwylio/rheoli staff
- Sgiliau cyfathrebu da, ar lafar ac ar bapur
- Sgiliau trefnu rhagorol
- Ymwybyddiaeth o bolisiau a gweithdrefnau'r ysgol a chydymffurfio â hwy (e.e. amddiffyn plant, cyfle cyfartal, iechyd a diogelwch, diogelu data, cyfrinachedd, rheolau sefydlog contractau)
- Sicrhau cyfrinachedd bob amser

**Gwybodaeth am Lefel Cymhwysedd yn yr Iaith Gymraeg y swydd hon:**

<b>Lefel y Cymhwysedd</b>	<b>Diffiniad</b>
5	Yn gallu cymryd rhan mewn unrhyw sgwrs neu drafodaeth yn ddiymdrech ac yn gyfarwydd iawn â phriod-ddulliau a dywediadau llafar. Yn gallu mynegi eich hun yn rhugl a chyfleu arlliw penodol i ystyr yn fanwl.

### **Gofynion Iechyd a Diogelwch**

Cydweithio â'r cyflogwr a dilyn cyngor a chyfarwyddiadau iechyd a diogelwch

### **Cyfle Cyfartal**

Cadw at egwyddorion ac arferion cyfle cyfartal fel y nodir hwy ym Mholisi Cyfle Cyfartal y Cyngor



CYNGOR SIR POWYS COUNTY COUNCIL  
Ysgol Bro Hyddgen



## JOB DESCRIPTION

**The ability to work / communicate in Welsh is essential for this post**

<b>Position Title:</b>	<b>Senior Administrator/Bursar</b>
<b>Position Number:</b>	<b>TBA</b>
<b>Hours:</b>	<b>37 hours per week (Full Time)</b>
<b>JE Code:</b>	<b>SCH62</b>
<b>Division/Section:</b>	<b>Schools</b>
<b>Location/ Work Base:</b>	<b>Ysgol Bro Hyddgen, Machynlleth</b>
<b>Grade:</b>	<b>Grade 7 point 15 – 19 (25,878 – 27852)</b>
<b>Accountable to:</b>	<b>Headteacher &amp; Governing Body</b>

The Governors of Ysgol Bro Hyddgen are keen to appoint a Senior Administrator/Bursar from the 1<sup>st</sup> February 2023. Welsh Language skills are essential for this post.

Ysgol Bro Hyddgen is a natural Bilingual 4-18 school offering world-class education. We are proud that we are able to give due attention to all pupils in small classes; The school has over fifty sixth form students with children from Meirionnydd and Ceredigion to study A levels. The school promotes the best values of our nation and demands a high standard of discipline and behaviour.

If you would like to discuss any aspect of the post, please contact the Headteacher 01654 704200

Due to the nature of the post you are applying for, this post is subject to the requirements of the Rehabilitation of Offenders Act 1974 (Exceptions) and the Amendment (Exceptions) Order. This means that you do not have the right to withhold information about convictions, cautions or binding orders that may otherwise be "exhausted".

**To apply click on the link below.**

**<https://recruitment.powys.gov.uk/>(and type 'Hyddgen' or Job Reference "THR0231" in the keyword box)**

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### **Main Purpose of Post:**

Responsible to the Headteacher for organising and providing effective whole school administration, management information systems and budget preparation and for the

provision of a comprehensive administrative service for the Headteacher, SLT and Governors. Assists SLT in forward planning and the school's development.

**Responsibility for others:**

The post has some direct impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety), through contributing to the smooth running of office procedures and activities.

**Responsibility for staff:**

The post has direct responsibility for a small team of staff, including their recruitment, performance management, supervision, work allocation, checking work

**Responsibility for financial resources:**

The post has responsibility for the financial administration of the school's budget (and may manage a specific aspect of it) and assists with its preparation, monitoring and evaluation.

**Responsibility for physical resources:**

The post has considerable responsibility for physical resources, involving responsibility for data/records, premises issues and ordering stocks and supplies.

**TYPICAL TASKS, DUTIES AND RESPONSIBILITIES**

**Planning and development:**

- Support SLT in forward planning and development of the school
- Assist in the development and maintenance of school policies and procedures.

**Office/Admin:**

- Manage the office routines and systems, instituting changes as necessary.
- Deal with detailed and specific parental queries and provide advice and guidance to staff, pupils and others.
- Manage complex administrative procedures and queries/enquiries.

**Finance:**

- Manage all financial administration procedures.
- Prepare estimates for the annual school budget.
- Prepare costings in order that decisions on the composition of the final budget can be made.
- Prepare, in liaison with the Headteacher and Powys County Council's Finance Department, the final school budget.
- Institute and control systems for recording, committing and settling invoices and all expenditure relating to the school and for receiving and recording income.

- Prepare accounts for Governors, Powys County Council audit and/or external auditors.
- Devise, implement and control all school monetary accounts.

**Management information:**

- Develop, manage and maintain record/ information systems
- Manage all data collection and reporting to the Headteacher, Governors, LA, WAG etc.

**Premises:**

- Keep an up to date record of maintenance work carried out at the school.
- Liaise with caretaking staff re general maintenance & oversee work.
- Manage administration of school facilities, including lettings and publicity to maximise income.
- Liaise with caretaking staff regarding security and maintenance of premises.
- Complete all necessary paperwork in connection with the repair and maintenance of the school premises.
- Administer school licences and insurance

**Stock:**

- Ensure all equipment, books and general supplies are obtained from the most cost-effective source in line with school requirements
- Manage ordering systems including tendering arrangements as necessary, in line with corporate procurement arrangements

**Personnel:**

- Responsible for the management of support staff (excluding TAs) – including recruitment, induction, training, performance management, welfare
- Handle personnel admin processes related to the appointment of all staff and liaise with the LA over staffing matters of an administrative nature.
- Manage the HR Trent system, produce reports and analyses as requested.
- Arrange training for appropriate staff.

**General:**

- Assist with the promotion of the school and in securing funding/sponsorship.
- Administer service contracts
- Assist with pupil welfare, liaising with parents, medical, welfare and other staff as appropriate
- Arrange medicals, rubella vaccinations, school dentist, etc.
- Participate in training, learning and development activities.
- Attend and participate in meetings as required.

**QUALIFICATIONS, TRAINING AND LIKELY ABILITIES**

- Minimum GCSE level A\*-C (or equivalent) in English, Welsh where required and Maths
- NVQ4 (or equivalent qualification) or evidence of equivalent knowledge and experience in a relevant discipline
- Word processing qualifications (NVQ, CLAIT, ECDL) or equivalent knowledge/ skill
- Knowledge of specialist ICT packages, e.g. finance and Trent
- Experience of financial administration
- Experience of office administration
- Experience of working in a school environment
- Supervisory/staff management experience
- Good communication skills, oral and written
- Excellent organisational skills
- Be aware of and comply with school policies and procedures (e.g. child protection, equal opportunities, health and safety, data protection, confidentiality, contract standing orders)
- Can maintain confidentiality at all times

**Welsh Language Competency Level Information for this post is:**

<b>Competency level</b>	<b>Definition</b>
5	Able to take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. Able to express fluently and convey finer shades of meaning precisely.

**Health & Safety Requirements**

To co-operate with their employer and follow health and safety advice and instructions

**Equal Opportunities**

To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy