



Cymhorthydd Gofal Plant

Cyfeirnod y swydd: CHEI00037D1HRE

Lleoliad: Canolfan Oaktree, Y Rhyl

Cyflog: Gradd 3 £13.05 yr awr

O'r 1af o Ebrill, '26: £14.13 yr awr

Oriau: Cyflenwol, yn ôl yr angen

Mae swydd wedi dod yn wāg ar gyfer Cymhorthydd Gofal Plant ym Meithrinfa Little Acorns yn y Ganolfan Blant Integredig yn Y Rhyl. Mae Little Acorns yn ddarpariaeth gofal plant perfformiad uchel ac rydym yn chwilio am ymgeiswyr a fydd yn gallu cefnogi datblygiad pellach y gwasanaeth rhagorol hwn.

Bydd yr ymgeisydd delfrydol yn frwd am ddarpariaeth blynyddoedd cynnar, yn gallu defnyddio eu menter eu hunain yn flaengar ac yn arloesol.

Rhaid i ymgeiswyr ddangos eu bod yn gallu gweithio mewn amgylchedd sy'n ymfalchïo mewn gwella cyfleoedd addysg a chwarae cynysgol a chynnig darpariaeth o ansawdd uchel i bob plentyn yn ein gofal.

Penodiad yn amodol ar Ddatgeliad Gwasanaeth Datgelu ac Atal a geiradon boddhaol.

Os hoffech drafod unrhyw agwedd o'r swydd, ffoniwch Gemma Jones ar 01824 706905.

Os oes gennych ddiddordeb yn y swydd wag hon, gwnewch gais ar-lein trwy ein gwefan www.sirddinbych.gov.uk Am dulliau eraill o wneud cais, cysylltwch â'r Adran Gwasanaethau Cwsmeriaid ar 01824 706100.

Rhaid i ymgeiswyr gwblhau ein ffurflen gais i gael ei ystyried. Mae'n ddrwg gennym nad ydym yn gallu ateb pob cais. Os nad ydych wedi derbyn ateb o fewn tair wythnos i'r dyddiad cau, dylech gymryd yn ganiataol nad ydych wedi cyrraedd y rhestr fer am gyfweiliad.

Dyddiad Cau: 31ain o Fai, 2026

Mae Cyngor Sir Ddinbych yn ymroddedig i Gyfle Cyfartal a'i Safonau Iaith Gymraeg. Rydym yn croesawu ceisiadau yn y Gymraeg. Sylwch na fydd unrhyw ffurflenni cais a dderbynnir yn y Gymraeg yn cael eu trin yn llai ffafriol na ffurflenni cais a gyflwynwyd yn Saesneg.

Supply Childcare Assistant

Job reference: CHEI00037D1HRE

Location: The Oaktree Centre, Rhyl

Salary: Grade 3 £13.05 per hour

From 1st April, '26: £14.13 per hour

Hours: Supply, as and when required

A vacancy has arisen for the post of Childcare Assistant at Little Acorns Nursery within the Integrated Children's Centre in Rhyl. Little Acorns is a high performing childcare provision and we are seeking candidates who will be able to support further development of this excellent service.

The ideal candidate will have enthusiasm for early years' provision, is able to use their own initiative, be forward thinking and innovative.

Candidates will need to demonstrate ability to be able to work in an environment which prides itself on enhancing pre-school education and play opportunities and providing a high quality provision for all the children within our care.

Appointment subject to Disclosure & Barring Service Check and satisfactory references.

If you would like to discuss any aspect of the post, please call Gemma Jones on 01824 706905.

If you are interested in this vacancy, please apply on-line via the website www.denbighshire.gov.uk. For alternative methods of applying please contact Customer Services on 01824 706101.

Candidates must complete our application form to be considered. We regret that we are unable to reply to all applications. If you have not received a reply within three weeks of the closing date, you must assume that you have not been short listed for interview.

Closing Date: 31st May, 2026

Denbighshire County Council is committed to Equal Opportunities and its Welsh Language Standards. We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.

CYNGOR SIR DDINBYCH SWYDD-DDISGRIFIAD

Teitl y Swydd:	Cymhorthydd Gofal Plant
Graddfa:	Gradd 3
Gwasanaeth:	Gwasanaethau Addysg a Phlant
Yn atebol i:	Cydgysylltydd Gofal Plant
Cyfeirnod y Swydd / Dyddiad cyhoeddi:	03130 / Medi 2017
Categori Iaith Gymraeg	Sgiliau Iaith Gymraeg yn ddymunol – lefel 1 Lefelau o ran sgiliau Cymraeg

Pwrpas y Swydd

Bod yn gyfrifol a gofalu am bob plentyn fel grŵp neu ar sail 1 i 1 o fewn ein lleoliad, gan ehangu eu datblygiad drwy chwarae a dysgu cynhwysol.

Modelu adfer da ac arwain drwy esiampl.

Gweithio ag amrywiaeth o oeddrannau o 0-12 mlwydd oed.

Prif Gyfrifoldebau

- Gweithio gyda chydweithwyr, Arweinydd yr Ystafell, y Goruchwyliwr Gofal Plant, y Cydlynnydd Gofal Plant, Rheolwr Datblygu Gofal Plant a gweithwyr proffesiynol eraill i helpu i ddatblygu a chynllunio rhaglenni gofal a gweithgareddau priodol i blant 0-12 oed, gan weithio yn yr Ystafell Babanod, Ystafell Plant Bach, Ystafell Cyn-ysgol, Clwb Ar ôl Ysgol a Chlwb Gwyliau. Gall hyn gynnwys darparu ar sail estyn allan ac/neu weithgareddau cymunedol.
- Darparu amgylchedd a chyfle chwarae wedi'i gyfoethogi, cynhwysol lle gall plant ddatblygu yn gorfforol, yn feddyliol ac yn gymdeithasol.
- Goruchwyllo'r plant drwy'r amser, gan sicrhau y cydymffurfir â holl bolisiau a gweithdrefnau yn unol â deddfwriaeth, rheoliadau a lleiafswm safonau AGGCC (Estyn ECERS, ITERS a menter Cyn-ysgol Iach)
- Cynorthwyo i baratoi'r deunydd a'r gweithgareddau yn yr ystafell i helpu profiadau chwarae a deilliannau dysgu'r plant.
- Gweithio o fewn yr agenda Mae Pob Plentyn yn Bwysig a'r Cwricwlwm newydd i Gymru i sicrhau bod anghenion unigol pob plentyn yn cael eu parchu a bod targedau ac amcanion yn cael eu datblygu'n bersonol ac yn ddatblygiadol i bob plentyn sicrhau eu bod yn diwallu'r canlyniadau gofynnol.
- Gweithiwr allweddol plant o fewn eich gofal, gan sicrhau bod cyfathrebu gyda rhieni o bwysigrwydd mawr sy'n cynnwys cynnal ymweliadau â'r cartref ad-hoc i deuluoedd arfaethedig i annog perthynas gadarnhaol a chyfraniad rhieni a rhannu gwybodaeth am blant o dan arweiniad yr Arweinydd Ystafell.

7. Sicrhau bod holl waith papur perthnasol yn cael ei ddiweddarau gan gynnwys cofnodion plant, gwaith papur blynyddoedd cynnar ac ADY, dyddiaduron dyddiol a chofnodi canlyniadau dysgu ac asesiadau yn unol â'r Cwricwlwm newydd i Gymru a pholisi ADY.
8. Bod yn gyfrifol am weinyddu Cymorth Cyntaf os bydd angen.
9. Sicrhau bod holl blant yn cael cyfle i gyfrannu a rhoi eu barn, a'u bod yn cael eu clywed a'u trin gyda pharch.
10. Darparu brecwast, byrbrydau, prydau bwyd a diodydd iach i'r plant o fewn y fenter Cyn-ysgol iach.
11. Ymgymryd ag unrhyw ddyletswyddau ychwanegol fel yr ystyrir yn briodol gan y Rheolwr Datblygu Gofal Plant.

Adnoddau / Offer / Deunyddiau

Darperir gwisg bwrpasol.

Derbyn taliadau cerdyn ac arian parod o hyd at £500 gan rieni am wasanaethau a chofnodi a phrosesu'r taliad yn briodol.

Goruchwyllo / Rheoli Pobl

Amherthnasol

Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad

Bydd deiliad y swydd wedi cael eu haddysgu neu'n gweithio tuag at o leiaf NVQ/FfCCh lefel 2 (neu gyfwerth) mewn disgyblaeth gofal plant a bydd ganddynt brofiad o weithio mewn lleoliad gofal plant.

Byddai cymwysterau ychwanegol mewn Cymorth Cyntaf, Hylendid Bwyd ac Amddiffyn Plant yn hanfodol.

Mae profiad o weithio gyda phlant ag anghenion ychwanegol, gan gynnwys iaith a lleferydd yn ddymunol

Rhaid i ddeiliad y swydd feddu ar sgiliau cyfathrebu datblygedig a chynhwysfawr ac mae bod yn aelod o'r tîm yn hanfodol

Dylid gallu meddwl yn greadigol ac arloesi drwy chwilio am ffyrdd newydd a gwell o wneud pethau a rhoi cynnig arnynt, yn ogystal â chroesawu mentrau y mae eraill yn eu cynnig.

Rhaid i ddeiliad y swydd fwynhau gweithio gyda phlant, a'u gweld fel unigolion a bod â phrofiad o helpu plant i ddysgu a datblygu.

Profiad o weithio o fewn y Cyfnod Sylfaen

Mae'n hanfodol gallu dangos tystiolaeth o ddatblygiad personol a phroffesiynol a datblygu ymhellach.

Amodau Gwaith Arbennig

Dod i gysylltiad â Latecs

Archwiliadau Cyflogaeth / Gofynion Penodol

Mae'n ofynnol i bob aelod newydd o staff fynd drwy ein gwiriadau recriwtio mwy diogel; clirio DBS, 2 eirda boddhaol yn cwmpasu 3 blynedd o gyflogaeth, tystiolaeth o gymwysterau hanfodol, tystiolaeth o'r Hawl i Weithio yn y DU.

Mae Cyngor Sir Ddinbych yn cydnabod ei rwymedigaethau i ddiogelu plant ac atal caethwasiaeth a masnachu mewn pobl, gan wneud popeth o fewn ei allu i atal caethwasiaeth a masnachu mewn pobl o fewn ei fusnesau. Mae sawl math o gaethwasiaeth modern, gan gynnwys masnachu mewn pobl, llafur gorfodol, caethiwed a chaethwasiaeth.

Mae diogelwch yn bwysig i bawb, ac mae gofyn i holl gyflogeion Sir Ddinbych weithio yn unol â pholisïau a gweithdrefnau Diogelu Oedolion / Plant y Cyngor, mae dyletswydd arnynt i roi gwybod am unrhyw bryderon sy'n codi yn ystod eu dyletswyddau a bod yn ymwybodol o arwyddion camfanteisio. Dylid codi unrhyw bryderon â'r Rheolwr Diogelu Penodedig er mwyn i'r Cyngor allu gweithredu pan gaiff camfanteisio ei adnabod.

Gweledigaeth / Cyd-destun

Bydd deiliad y swydd yn rhan o'r fîm Lles Cymunedol o fewn y gwasanaeth Cyfleusterau, Asedau a Thai. Mae'r Gwasanaeth yn allweddol i weledigaeth Cyngor Sir Ddinbych o ran sicrhau '... erbyn 2025 bod y Sir yn lle delfrydol i fyw, gweithio, ac ymweld â hi...' A chwarae rhan allweddol yn y nod strategol o 'Ddod â'r Cyngor yn agosach at y gymuned'

CYNGOR SIR DDINBYCH MANYLION AM YR UNIGOLYN

Mae'r Manylion yn nodi'r sgiliau, yr wybodaeth a'r profiad a ystyrir yn hanfodol er mwyn ymgymryd â dyletswyddau'r swydd yn effeithiol. Caiff ei defnyddio wrth lunio rhestr fer ac ar gyfer y broses o gyfweled am y swydd hon. Dylech ddangos ar eich ffurflen gais sut rydych yn bodloni'r meini prawf hyn. Byddwch ddim ond yn cael eich cynnwys ar y rhestr fer os ydych yn bodloni pob un o'r meini prawf hanfodol (â'r meini prawf dymunol lle bo'n berthnasol).

Teitl y Swydd:	Cymhorthydd Gofal Plant		
Gwasanaeth:	Gwasanaethau Addysg a Phlant		
Graddfa:	Gradd 3		
<u>MEINI PRAWF</u>	<u>HANFODOL</u>	<u>DYMUNOL</u>	<u>DULL ASESU</u> Ffurflen Gais / Cyfweled / Cyflwyniad / Geirda ac ati
ADDYSG A CHYMWYSTERAU	Gweithio tuag at NVQ/FfCCh lefel 2 mewn Gofal, Dysgu a Datblygiad Plant	Cymhwyster Gwaith Chwarae NVQ/FfCCh lefel 3 mewn Gofal, Dysgu a Datblygiad Plant Cymwysterau mewn Lleferydd ac Iaith	Ffurflen Gais
PROFIAD PERTHNASOL	Profiad o weithio gyda phlant	Dealltwriaeth o addysg/gofal plant yn y blynyddoedd cynnar Profiad blaenorol o weithio gyda systemau TG.	Ffurflen Gais Cyfweled
GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD	Gallu cyfathrebu'n dda gydag oedolion a phlant Gweithio'n dda mewn fîm ac fel unigolyn Gwybodaeth am addysg a gofal plant blynyddoedd cynnar Gallu cynllunio a threfnu gweithgareddau ar gyfer plant	Gallu gweithio ar eich liwt eich hun.	Ffurflen Gais/ Tasg Aseu/ Cyfweled

NODWEDDION PERSONOL	<p>Gallu parchu a chadw cyfrinachedd bob amser</p> <p>Perthnasau gwaith effeithiol</p> <p>Empathi a dealltwriaeth ar gyfer gweithio gyda phlant a theuluoedd o ystod o gefndiroedd ac agwedd nad yw'n feirniadol tuag at ddarparu gwybodaeth, cefnogaeth a chymorth</p>		Cyfweliad
GOFYNION ERAILL	<p>Empathi at y laith Gymraeg a diwylliant Cymru</p>	<p>Rhugl yn y Gymraeg</p>	<p>Cyfweliad</p>

DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

Job Title:	Childcare Assistant
Grade:	Grade 3
Service:	Education and Children's Service
Responsible to:	Childcare Co-ordinator
Job ID Number / Date Issued:	03130 / September 2017
Welsh Language Category:	Welsh language skills are desirable – level 1 Welsh Language Levels

Job Purpose

To assist in the delivery and development of Little Acorns and Forest Fun Club childcare provision.

To be responsible and care for all children as a group or on a 1 to 1 basis within our setting, expanding their development through inclusive play and learning.

To model good practice and lead by example.

To work within all age ranges of 0-12 years.

Principal Accountabilities and Responsibilities

1. Work with colleagues, the Room Leader, the Childcare Supervisor, Childcare Coordinator, Childcare Development Manager and other professionals to help develop and plan appropriate programmes of care and activities for ages 0-12 years, working within the Baby room, Toddler room, Pre-school room, After School and Holiday Club. This may include delivery on an outreach basis and/or community events
2. Provide an inclusive enriched play environment and opportunities, in which children can develop physically, mentally and socially
3. Supervise the children at all times, ensuring that all policies and procedures are adhered to in accordance with legislation, regulation and CSSIW minimum standards (Estyn, ECERS, ITERS and Healthy Preschool initiative)
4. Assist in preparing the materials and activities in the room to aid the children's play experiences and learning outcomes
5. Work within the Every Child Matters agenda and New Curriculum for Wales to ensure that each child's individual needs are respected and recognised targets and goals are set both personally and developmentally for each child to ensure they meet the required outcomes
6. Act as a key-worker for children within your care, ensuring communication with parents is of high importance which includes conducting ad-hoc home visits to

prospective families to encourage positive relationships and parental involvement and share information about children under the guidance of the Room Leader

7. Ensure all relevant paperwork is kept up to date including children's records, early years and ALN paperwork, daily diaries and recording of learning outcomes and assessments in line with New Curriculum for Wales and ALN policy
8. Be responsible for administering First Aid if needed
9. Ensure all children are given the opportunity to participate and give their opinions, and are listened to and treated with respect
10. Provide healthy breakfast, snacks, meals and drinks to the children within the Healthy Preschools initiative
11. Undertake any additional duties as deemed appropriate by the Childcare Development Manager

Resources/Equipment/Material

Uniform is provided.

Taking card payments and receiving cash of up to £500 from parents for services which is then logged and deposited accordingly

Supervision/Management of People

Not Applicable

Knowledge, Skills, Training and Experience

The post holder will be educated or working towards at least NVQ/QCF level 2 (or equivalent) in a childcare discipline with experience of working within a childcare setting

Additional qualifications in First Aid, Food Hygiene and Child Protection would be essential

Experience of working with children with additional needs such as speech and language is desirable

The post holder must possess well developed, all round communication skills and being a team member is essential

Creative thinking and innovation by seeking and trying new and better ways of doing things, as well as welcoming initiatives from others

The Post Holder must enjoy working with children, seeing them as individuals and have experience of helping children learn and develop

Experience of working within the Foundation Phase

Evidence of identifying and further enhancing personal and professional development is essential

Special Working Conditions

Latex Exposure

Employment Checks/ Specific Requirements

All new starters are required to undergo our standard safer recruitment checks; DBS clearance, 2 satisfactory references covering 3 years' employment, evidence of essential qualifications, evidence of Right to Work in the UK.

Denbighshire County Council recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.

Safeguarding is everyone's business and all Denbighshire employees are required to work in accordance with the Council's Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager in order that the Council can take prompt action when exploitation is identified.

Vision/Context

The post holder will form part of the Community Well-being team within Facilities, Assets and Housing service. The Service is key to the vision of Denbighshire County Council in ensuring that '....by 2025 the County will be an ideal place to live, work, visit....' And playing a key role in the strategic aim of 'Bringing the Council closer to the community'

DENBIGHSHIRE COUNTY COUNCIL PERSON SPECIFICATION

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

Post Title:	Childcare Assistant		
Service	Education and Children's Service		
Grade:	Grade 3		
<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u> Application Form / Interview / Presentation / References etc
EDUCATION & QUALIFICATIONS	Working towards NVQ/QCF level 2 in Child Care Learning and Development.	Play Work qualification NVQ/QCF level 3 in Child Care Learning and Development. Qualifications in Speech and Language	Application Form
RELEVANT EXPERIENCE	Experience of working with children.	Understanding of early years childcare and education. Previous experience of working with IT systems.	Application Form Interview
JOB RELATED KNOWLEDGE & SKILLS	Ability to communicate well with adults and children. Work well in a team and as an individual. Knowledge of early year's education/childcare. Ability to plan and organise activities for children.	Ability to work on own initiative.	Application form Assessment Interview

PERSONAL QUALITIES	<p>Ability to respect and maintain confidentiality at all times.</p> <p>Effective working relationships.</p> <p>Empathy and understanding for working with children & families from a range of backgrounds and providing a non-judgmental attitude towards providing information, support and assistance.</p>		Interview
OTHER REQUIREMENTS	Empathy with the Welsh Language and Culture	Fluent in Welsh language	Interview