



## Cynorthwy-ydd Personol i'r Pennaeth a'r Uwch Dîm Arwain

Cyfeirnod: YBHF00369E5FDE

Lleoliad: Ysgol Brynhyfryd, Rhuthun

Gradd Gyflog: Gradd 7 £34,434- £36,363

Oriau'r wythnos: 37 awr, Llawn Amser

Cytundeb Parhaol

Swydd Allanol

I gychwyn: Mehefin 2026

Cymraeg yn hanfodol

Rydym am benodi unigolyn blaengar ac uchel ei gymhelliant i gefnogi'r Pennaeth a'r Uwch Dîm Arwain.

Mae'r rôl yn amrywiol iawn ac yn gofyn am sgiliau trefnu rhagorol yn ogystal â sgiliau cyfathrebu ardderchog yn y Gymraeg a'r Saesneg.

Mae pob penodiad yn amodol ar Ddatgeliad y Gwasanaeth Datgelu ac Atal a geir daon boddhaol.

Am ragor o fanylion ynglŷn â'r swydd hon, cysylltwch gyda'r Pennaeth, Mr Trefor Jones ar 01824 703933.

Os oes gennych ddi-ddordeb yn y swydd wag hon, gwnewch gais ar-lein trwy ein gwefan [www.sirddinbych.gov.uk](http://www.sirddinbych.gov.uk) Mae'n ddrwg gennym nad ydym yn gallu ateb pob cais. Os nad ydych wedi derbyn ateb o fewn tair wythnos o'r dyddiad cau, mae'n rhaid i chi gymryd nad ydych wedi'ch rhoi ar y rhestr fer am gyfweiliad.

**Dyddiad Cau: 14/05/2026**

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.

## PA To the Headteacher and Senior Leadership Team

Reference: YBHF00369E5FDE

Location: Ysgol Brynhyfryd, Ruthin

Salary Grade: Grade 7 £34,434- £36,363

Hours per week: 37 hrs, Full time

Permanent Contract

External vacancy

To start: June 2026

Welsh Essential

We are seeking to appoint a highly motivated and innovative individual to support the Headteacher and Senior Leadership Team.

The role is very diverse and requires outstanding organisational skills as well as excellent communication skills in both Welsh and English.

All appointments are subject to Disclosure & Barring Service Check and satisfactory references.

For further details regarding this post, please contact the Headteacher, Mr Trefor Jones on 01824 703933.

If you are interested in this vacancy, please apply on-line via the website [www.denbighshire.gov.uk](http://www.denbighshire.gov.uk). 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: 14/05/2026**

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

<b>Teitl y Swydd:</b>	<b>Cynorthwydd Personol i'r Pennaeth a'r Uwch Dîm Arwain</b>
<b>Graddfa:</b>	<b>7</b>
<b>Gwasanaeth:</b>	<b>Addysg</b>
<b>Maes Gwasanaeth:</b>	<b>Ysgolion</b>
<b>Yn gyfrifol i:</b>	<b>Pennaeth</b>
<b>Cyfeirnod y Swydd / Dyddiad Cyhoeddi:</b>	<b>06\05\2022 04776</b>
<b>Safonau'r Iaith Gymraeg</b>	<b>Hanfodol - Lefel 5</b> <a href="#">Lefelau o ran sgiliau Cymraeg</a>

### Pwrpas y Swydd

Bydd cyfrifoldebau deilydd y swydd yn cynnwys:

- Cefnogaeth weinyddol i'r Pennaeth a'r Uwch Dîm Arwain
- Cefnogi Gweithdrefnau AD
- Clerc i'r Corff Llywodraethol
- Gweinyddu polisiau'r ysgol
- Rheoli Cwynion
- Cyfathrebu â staff, rhieni ac asiantaethau allanol
- Rheolwr Llinell i staff y Dderbynfa, Reprograffeg a'r Cyfieithydd
- Cynhyrchu dogfennau allweddol e.e. prospectws
- Trefnu a hyrwyddo digwyddiadau yn yr ysgol (e.e. nosweithiau rhieni, cyngherddau)
- Hysbysebu digwyddiadau yn effeithiol a rheoli hyrwyddo'r ysgol trwy'r wefan a chyfryngau cymdeithasol.

Cefnogi Pennaeth Blwyddyn 7 a Penaethiaid Cyfadran wrth drefnu digwyddiadau pontio ar gyfer ysgolion cynradd i hyrwyddo'r ysgol.

### Prif Gyfrifoldebau

Cefnogaeth weinyddol i'r Pennaeth a'r Uwch Dîm Arwain

- Clerc i'r Uwch Dîm Arwain, cymryd arddywediad, ateb gohebiaeth, paratoi adroddiadau, cydnabod a hysbysu'r Pennaeth o bob gohebiaeth ac adroddiad cyfrinachol a rheoli system ffilter ar gyfer pob galwad/ymwelydd â'r Pennaeth.
- Trefnu cyfarfodydd a rheoli calendr yr UDA
- Cydlynu a diweddarau calendr canolog yr ysgol
- Sicrhau bod yr AALI yn derbyn y wybodaeth ddiweddaraf am yr ysgol e.e. dyddiadau tymhorau, diwrnodau hyfforddi

Gweinyddiaeth A.D. \ Cydlynu

- Monitro dyddiadau dod i ben y DBS
- Cyfathrebu gydag adran AD Sir Ddinbych
- Cynnal a chadw ffeiliau staff
- Hysbysebion Swyddi a Recriwtio
- Cwblhau disgrifiadau swydd \ manylion person

### Clerc i'r Corff Llywodraethol

- Darparu cefnogaeth weinyddol drefnus a chynnig cyngor ar faterion cymhleth i'r Corff Llywodraethol fel Clerc.
- Bod yn bresenol ym mhob cyfarfod
- Ysgrifennu cofnodion ac agendâu
- Gweinyddu gwiriadau DBS y Llywodraethwyr
- Cadw cofnodion ar hyfforddiant y Llywodraethwyr
- Cwblhau adroddiad blynyddol y Llywodraethwyr
- Gweinyddu'r holl wrandawiadau disgyblu ac apeliadau Staff a Disgyblion yn unol â'r canllawiau perthnasol
- Rhoi cyngor ac arweiniad i'r Corff Llywodraethol ar drefniadaeth a chynnal cyfarfodydd o'r fath.

### Gweinyddu Polisiâu Ysgol

- Rheoli polisiâu i sicrhau eu bod yn cael eu diweddarau a'u mabwysiadu gan y corff llywodraethu yn dymhorol. Cyfeirio staff at y polisi a chefnogi eu dealltwriaeth o bolisi.
- Cynnal storfa ddogfennau
- Cadw log o'r holl ddyddiadau dod i ben \ adolygu
- Rheoli diwygiadau ac ati gyda'r UDA a'r Corff Llywodraethu

### Rheoli Cwynion

- Cadw cofnod o'r holl gwynion a monitro ymatebion yn unol â'r drefn gwyno
- Anfon llythyrau'n ymateb i gwynion.

### Cyfathrebu â staff, rhieni ac asiantaethau allanol

- Cysylltu gyda Llywodraethwyr, Rhieni, Penaethiaid ysgolion eraill, Gweithwyr Cymdeithasol Addysg, yr Awdurdod Addysg ac asiantaethau eraill.
- Rheoli'r holl sesiynau briffio staff
- System Ffonio Rhieni
- Cofnodion Fforwm Rhieni
- Datblygu delwedd yr ysgol trwy ddatblygu a rhedeg gwefan a chyfrifon cyfryngau cymdeithasol yr ysgol.
- Cyfathrebu ag ysgolion cynradd ynghylch ffeiliau trosglwyddo cyffredin a derbyniadau
- Mewnbynnu gwybodaeth derbyniadau holl ddisgyblion cynradd I mewn I SIMS
- Monitro holl e-byst cyffredinol yr ysgol
- Cynhyrchu ac ymateb i ohebiaeth gymhleth
- Nodi straeon newyddion da, cymryd ffotograffau a hysbysebu ar gyfryngau cymdeithasol
- Sicrhau bod sylw cadarnhaol yn y wasg i ddigwyddiadau a llwyddiannau'r myfyrwyr e.e. Nosweithiau Dathlu a chanmol a chydabod ymdrech disgyblion.
- Sicrhau bod nosweithiau rhieni a nosweithiau agored yn rhedeg yn hwylus trwy gyfrwng arwyddion da, rheoli adnoddau megis dodrefn ac arddangosfeydd.

### Pontio

- Cydlynu trefniadau digwyddiadau pontio ar gyfer ysgolion cynradd, sicrhau bod cyfathrebu da rhwng ysgolion a gofalu bod y digwyddiad yn rhedeg yn hwylus ar y diwrnod.

Rheolwr llinell llawn i staff y Dderbynfa, Reprograffeg a'r Cyfieithydd (cyfanswm o 3 aelod o staff).

Cynhyrchu dogfennau allweddol e.e. prospectws

Bod yn aelod o Dîm Cymorth Cyntaf yr ysgol

**Adnoddau/Offer/Deunydd**

Cyfrifiadur Personol, Argraffydd, Sganiwr, Cabinet Ffeilio, Llungopiwr

**Goruchwylio/Rheoli Pobl**

Rheoli Staff y Dderbynfa, Reprograffeg a'r Cyfieithydd.

**Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad**

- Profiad o weithio mewn amgylchedd prysur. Ystod eang o reoli busnes \ profiad gweinyddol mewn unrhyw un o feysydd AD, Cyfreithiol, Ariannol, Llywodraethu
- Addysg hyd at gymhwyster cyfwerth â Lefel 3 - lefel gradd yn ddymunol
- Hyfedr yn y defnydd o becynnau meddalwedd Microsoft Office
- Gwybodaeth am systemau ac arferion rheoli ysgolion
- Safon uchel o Sgiliau Trefniadol a Chyfathrebu

**Amodau Gwaith Arbennig**

Gweithio yn ystod y dydd yn bennaf ond mae presenoldeb mewn cyfarfodydd Llywodraethwyr gyda'r nos yn hanfodol

**Gwiriadau Cyflogaeth/ Gofynion Penodol**

Mae angen gwiriad DBS ar gyfer y swydd yn unol â'r diffiniad o weithgaredd a reoleiddir oherwydd ei fod yn cynnwys gweithio mewn ysgolion.

Mae Diogelu yn gyfrifoldeb ar bawb ac mae'n ofynnol i bob gweithiwr weithio yn unol â'r polisiâu a gweithdrefnau Diogelu Plant / Oedolion ac mae dyletswydd arnynt i adrodd yn ôl ar unrhyw bryderon a allai gael eu nodi yn ystod eu dyletswyddau a gofynnir iddynt fod yn effro i'r arwyddion o ecsbloetiaeth. Dylid codi unrhyw bryder drwy'r Rheolwr Diogelu Dynodedig er mwyn i'r Ysgol allu gweithredu'n brydlon pan nodir camfanteisio.

**Cyd-destun**

Mae Ysgol Brynhyfryd yn Ysgol Uwchradd Ddwyieithog sy'n perfformio'n dda ac wedi'i lleoli yn Rhuthun. Mae ganddi tua 1150 o ddisgyblion 11-19 oed.

## CYNGOR SIR DDINBYCH MANYLEB PERSON

Mae Manyleb y Person yn nodi'r sgiliau, gwybodaeth a phrofiad yr ystyrir i fod yn angenrheidiol er mwyn cyflawni dyletswyddau'r swydd yn effeithiol. Bydd yn cael ei ddefnyddio yn y broses o lunio rhestr fer a chyfweld ar gyfer y swydd hon. Dylech ddangos ar eich ffurflen gais sut yr ydych yn bodloni'r meini prawf hyn gan mai dim ond os byddwch yn bodloni'r holl feini prawf hanfodol (a'r meini prawf dymunol lle bo'n berthnasol) y cewch eich rhoi ar y rhestr fer.

<b>Post Title:</b>	<b>Cynorthwydd Personol i'r Pennaeth a'r Uwch Dîm Arwain</b>		
<b>Gwasanaeth:</b>	<b>Ysgol Brynhyfryd</b>		
<b>Graddfa:</b>	<b>7</b>		
<b><u>MEINI PRAWF</u></b>	<b><u>HANFODOL</u></b>	<b><u>DYMUNOL</u></b>	<b><u>DULL ASESU</u></b> Ffurflen gais / Cyfweliad / Cyflwyniad / Geirda ayyb
<b>1. ADDYSG A CHYMWYSTERAU</b>	Addysg hyd at o leiaf Cymhwyster Lefel 3 Gallu dangos tystiolaeth o ddatblygiad proffesiynol parhaus ar lefel sy'n briodol i'r swydd.	Mae gradd neu gyfwerth yn ddymunol	Ffurflen Gais Cyfweliad
<b>2. PROFIAD PERTHNASOL</b>	Profiad o weithio mewn amgylchedd prysur. Ystod eang o reoli busnes \ profiad gweinyddol mewn unrhyw un o feysydd AD, Cyfreithiol, Ariannol, Llywodraethu  Profiad o gydlynu gwaith sy'n cynnwys gwahanol dimau.  Profiad o ymdrin â chwynion	Profiad o weithio mewn ysgol Profiad o weithio fel Cynorthwydd Personol y Pennaeth a/neu Glerc i Gorff Llywodraethol yr Ysgol  Profiad o drefnu digwyddiadau  Profiad o weithio gyda rhieni, plant a rhanddeiliaid.	Ffurflen Gais Cyfweliad
<b>3. GWYBODAETH A SGILIAU SY'N YMWNEUD A'R GWAITH</b>	Sgiliau TGCh rhagorol  Sgiliau llythrennedd rhagorol trwy gyfrwng y Gymraeg a'r Saesneg  Sgiliau rhyngpersonol gwyb; y gallu i	Profiad o ddylunio gwe \ gweinyddu cyfryngau cymdeithasol  Gwybodaeth am gyfraith a rheoliadau addysg	Ffurflen Gais Cyfweliad

	<p>gyfathrebu'n effeithiol ar lafar ac yn ysgrifenedig.</p> <p>Profiad o weithio gyda gwahanol asiantaethau</p>	<p>Gwybodaeth am systemau ac arferion rheoli ysgolion</p>	
<p><b>4. PRIODWEDDAU PERSONOL</b></p>	<p>Y gallu i weithio'n hyblyg i gefnogi eraill ac ymateb i sefyllfaoedd annisgwyl.</p> <p>Trefnus iawn, gyda'r gallu i gynllunio a blaenoriaethu gwaith.</p> <p>Hunan-ddechreuwr sy'n dangos agwedd flaengar ac arloesol</p> <p>Awydd i wella a datblygu sgiliau a gwybodaeth trwy Ddatblygiad Proffesiynol.</p> <p>Hyder a sgiliau rhyngpersonol a rhwydweithio da.</p> <p>Cydwybodol a llawn cymhelliant. Sgiliau rheoli amser rhagorol.</p> <p>Ymrwymiad i safonau uchel o broffesiynoldeb.</p> <p>Agwedd 'gallu gwneud' ac agwedd gadarnhaol at arloesi a newid.</p>		<p>Ffurflen Gais Cyfweliad</p>
<p><b>5. GOFYNION ERAILL</b></p>	<p>Rhugl yn y Gymraeg ac empathi â'r iaith Gymraeg a'i diwylliant</p>		<p>Ffurflen Gais Cyfweliad</p>

## DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

<b>Job Title:</b>	<b>PA to the Headteacher and Senior Leadership Team</b>
<b>Grade:</b>	<b>7</b>
<b>Service:</b>	<b>Education</b>
<b>Service Area:</b>	<b>Schools</b>
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Job ID Number / Date Issued:</b>	<b>06\05\2022 04776</b>
<b>Welsh Language Standards</b>	<b>Essential – Level 5</b> <a href="#">Welsh Language Levels</a>

### Job Purpose

Areas of responsibility include:

- Administrative support to the Headteacher and Senior Leadership Team
- Support H.R. Procedures
- Clerk to the Governing Body
- Administration of school policies
- Management of complaints
- Communications with staff, parents and external agencies
- Line Management of Translator, Reception & Reprographics staff
- Production of key documents e.g. prospectus
- To organise and promote school-based events (e.g. parents' evenings, concerts)
- To effectively publicise events and manage the promotion of the school through the website and social media.
- To support the Head of Year 7 and Department Leads in organising transition events for primary schools to promote the school.

### Principal Accountabilities and Responsibilities

Administrative support to Headteacher and Senior Leadership Team

- Clerk to the Senior Leadership Team, taking dictation, answering correspondence, preparing reports, acknowledge and inform Head teacher of all confidential correspondence and reports and manage a filter system for all calls/visitors to the Head teacher.
- Arranging meetings and managing SLT calendars
- Co-ordinating and updating the central school calendar
- Ensure that the LA receive up to date information about the school e.g. term dates, training days

H.R. Administration \ Co-ordination

- Monitoring of DBS expiry dates
- Liaison with Denbighshire HR department
- Maintain staff files
- Job adverts & recruitment
- Complete job descriptions \ person specifications

#### Clerk to Governing Body

- Provision of administrative, organisational and complex advisory support to the Governing Body as Clerk to the Governors.
- Attendance at all meetings
- Minutes & agendas
- Administer Governors DBS checks
- Maintain Governors training records
- Complete Governors annual report
- Administer all Staff and Pupil disciplinary and appeals hearings in line with the relevant guidance
- Provide advice and guidance to the Governing Body regarding the organisation and conduct of such meetings.

#### Administration of School Policies

- Manage policies to ensure updated and adopted by the governing body on a termly basis. Direct staff to Policy and supports their understanding of Policy.
- Maintain document store
- Maintain log of all expiry \ review dates
- Managing revisions etc with SLT & GB

#### Managing Complaints

- Maintain log of all complaints and monitor responses in line with the complaints procedure
- Issue holding responses

#### Communications with staff, parents and external agencies

- Liaise between Governors, Parents, Head teachers in other schools, Education Social Workers, Education Authority and other agencies.
- Manage all staff briefings
- Call Parent System
- Parent Forum minutes
- To develop the image of the school through the development and running of the school website and social media accounts.
- Communication with Primary schools re CTFs & admissions
- Input all admissions data for each primary school pupil into SIMS
- Monitoring of all general school e-mails
- Produce, and respond to, complex correspondence
- To identify good news stories, take photos and publicise through social media.
- To ensure that there is positive press coverage of events and students' achievements e.g. Celebration Evenings & praise & recognition of pupils.
- To ensure parents evenings and open evenings run smoothly through good signage, managing resources such as furniture and displays.

**Transition**

To coordinate arrangements for transition events for primary schools, ensuring good communication between schools and ensuring the event runs smoothly on the day.

Full Line Management of Translator, Reception & Reprographics staff (3 staff in total).

Production of key documents e.g. prospectus

Become a member of the school First Aid Team

**Resources/Equipment/Material**

PC, Printer, Scanner, Filing Cabinet, Photocopier

**Supervision/Management of People**

Management of Translation, Reception and Reprographics Staff

**Knowledge, Skills, Training and Experience**

- Experience of working in a busy environment. Wide ranging business management \ administrative experience in any of the areas of HR, Legal, Financial, Governance
- Educated to Level 3 equivalent qualification - degree level is desirable
- Proficient in the use of Microsoft Office software packages
- Knowledge of school management systems & practices
- High degree of organisational & communication skills

**Special Working Conditions**

Mostly daytime working but attendance at evening Governors meetings is essential

**Employment Checks/ Specific Requirements**

The post requires a DBS check in line with the definition of a regulated activity because it involves Working in schools.

Safeguarding is everyone's business and all employees are required to work in accordance with the 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 School can take prompt action when exploitation is identified.

**Context**

Ysgol Brynhyfryd is a high performing Bilingual Secondary school located in Ruthin. It has approximately 1150 pupils aged 11-19.

The school ethos is highly aspirational with high expectations of professionalism and standards.

## 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).

<b>Post Title:</b>	<b>PA to Headteacher and Senior Leadership Team</b>		
<b>Service</b>	<b>Ysgol Brynhyfryd</b>		
<b>Grade:</b>	<b>7</b>		
<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u> Application Form / Interview / Presentation / References etc.
<b>1. EDUCATION &amp; QUALIFICATIONS</b>	Educated to minimum Level 3 Qualification Able to show evidence of continuous professional development at a level appropriate to the post.	Degree or equivalent is desirable	Application Form Interview
<b>2. RELEVANT EXPERIENCE</b>	Experience of working in a busy environment. Wide ranging business management \ administrative experience in any of the areas of HR, Legal, Financial, Governance  Experience of co-ordinating work involving different teams.  Experience of dealing with complaints	Experience of working within a school Experience of working as Headteacher's P.A and or Clerk to School Governing Body  Experience of organising events  Experience of working with parents, children and stakeholders.	Application Form Interview
<b>3. JOB RELATED KNOWLEDGE &amp; SKILLS</b>	Excellent ICT skills  Excellent literacy skills through the medium of Welsh and English  Well-developed interpersonal skills; ability	Experience of web design \ administration of social media  Knowledge of education regulations and law	Application Form Interview

	<p>to communicate effectively both verbally and in writing.</p> <p>Experience of working with different agencies</p>	<p>Knowledge of school management systems &amp; practices</p>	
<b>4. PERSONAL QUALITIES</b>	<p>Able to work flexibly to support others and respond to unplanned situations.</p> <p>Highly organised, with the ability to plan and prioritise workstreams.</p> <p>Self-starter displaying initiative and innovative approaches</p> <p>Desire to enhance and develop skills and knowledge through CPD.</p> <p>Confidence and good interpersonal and networking skills.</p> <p>Conscientious and driven. Excellent time management skills.</p> <p>Commitment to high standards of professionalism.</p> <p>A 'can-do' approach and positive attitude to innovation and change.</p>		<p>Application Form Interview</p>
<b>5. OTHER REQUIREMENTS</b>	<p>Fluent in Welsh language &amp; empathy with the Welsh Language and culture</p>		<p>Application Form Interview</p>