



Ysgol Uwchradd  
Prestatyn  
High School

"Llywyddiant i bobw drwy positifrwydd a chyfrifoldeb"  
"Achievement for all through positivity and responsibility"



## CP i Bennaeth a chymorth UDA

Angen dechrau ar 13 Mai 2024

Cyfeirnod y swydd: YPHS00317W3LDE

Lleoliad: Ysgol Uwchradd Prestatyn

Cyflog: Grade 7 £26,986 - £29,352

Oriau: 37 awr yr wythnos

Amser Tymor yn unig ynghyd â 5 diwrnod  
hyfforddiant a 10 diwrnod ychwanegol.

Rydym yn awyddus i benodi PA i'r Bennaeth a chymorth SLT gyda Clerc cyfrifoldebau'r Llywodraethwr. Darparu gwasanaeth gweinyddol cyfrinachol i'r Pennaeth a'r Tribiwnlys, gan ddarparu cymorth cynghori gweinyddol, sefydliadol a chymhleth i'r Corff Llywodraethol fel Clerc y Llywodraethwyr.

Mae'r swydd yn swydd allweddol, sy'n aml yn mynnu o fewn yr ysgol ac yn bwynt cyswllt cyntaf wrth ddarparu cefnogaeth hanfodol i Bennaeth ac Uwch Dîm Arweinyddiaeth. Bydd angen sgiliau trefniadol/TGCh/rhifedd da ar ddeiliad y swydd yn ogystal â sgiliau llythrennedd rhagorol. Byddai sgiliau Cymraeg yn fantais er nad yn hanfodol.

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

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) Am dudilliau 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: 8 Ebrill 2024**

**Dyddiad Cyfweiliad: 12 Ebrill 2024**

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 Headteacher & SLT support

Required to start 13<sup>th</sup> May 2024

Job reference: YPHS00317W3LDE

Location: Prestatyn High School

Salary: Grade 7 £26,986 - £29,352

Hours: 37 hrs per week

Term Time only plus 5 training days and 10 additional days.

We are seeking to appoint a PA to the Headteacher and SLT support, with Clerk to the Governor responsibilities. To provide a confidential administrative service to the Headteacher and SLT, with the provision of administrative, organisational and complex advisory support to the Governing Body as Clerk to the Governors.

The post is a key, often demanding position within the school and first point of contact in providing critical support to Headteacher and Senior Leadership Team. The postholder will require good organisational/ICT/numeracy skills as well as excellent literacy skills. Welsh language skills would be an advantage although not essential.

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

If you are interested in this vacancy, please apply on-line via the website [www.denbighshire.gov.uk](http://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: 8th April 2024**

**Interview Date: 12th April 2024**

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.



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## CYNGOR SIR DDINBYCH SWYDD-DDISGRIFIAD

<b>Teitl y Swydd:</b>	<b>CP I Bennaeth a chymorth UDA</b>
<b>Graddfa:</b>	<b>7</b>
<b>Gwasanaeth:</b>	<b>Ysgolion</b>
<b>Maes Gwasanaeth:</b>	<b>Uwchradd Prestatyn</b>
<b>Yn atebol i:</b>	<b>Pennaeth</b>
<b>Cyfeirnod y Swydd / Dyddiad cyhoeddi:</b>	<b>04529</b>

### Pwrpas y Swydd

Darparu gwasanaeth gweinyddol cyfrinachol i'r Pennaeth, sy'n galluogi'r Pennaeth i gyflawni ei gyfrifoldebau, gan sicrhau bod llwyth gwaith yn cael ei flaenoriaethu i ddiwallu anghenion amrywiol a gwrthdaro'r ysgol, a darparu'r un gefnogaeth i'r Uwch Dîm Arweinyddiaeth. Cynnal y lefel uchaf o gyfrinachedd bob amser, gan ddefnyddio disgrisiwn wrth ddarparu gwybodaeth y tu mewn a'r tu allan i'r ysgol. Darparu cyngor cyson a chlr ar yr ystod lawn o faterion cyflogaeth i'r holl staff gyda chymorth gan y darparwr gwasanaeth AD enwebedig a'r Rheolwr Busnes a Chyllid. Darparu cymorth cynghori gweinyddol, sefydliadol a chymhleth i'r Corff Llywodraethol fel Clerc y Llywodraethwyr.

### Prif Gyfrifoldebau

- Darparu cefnogaeth gyfrinachol lawn i'r pennaeth, dau ddirprwy bennaeth a 3 pennaeth cynorthwyol, gan gynnwys rheoli dyddiadur y pennaeth a chydlynu dyddiaduron yr uwch dîm arweinyddiaeth, cefnogaeth glerigol h.y. paratoi adroddiadau, polisiâu ysgolion, uno drwy'r post, datganiadau i'r wasg, llythyrau a gohebiaeth gyffredinol arall gan gynnwys cyfieithu Cymraeg, lle bo angen. Cysylltu â llywodraethwyr, rhieni, gweithwyr cymdeithasol addysg, awdurdod addysg ac asiantaethau allanol.
- Datblygu a chynnal system ffeilio yn unol â Deddf Diogelu Data 1998 a'r Rheoliadau Diogelu Data Cyffredinol (Mai 2018). Sicrhau bod rheoliadau GDPR yn cael eu cadw mewn perthynas â rheoli data staff a phrosesu data staff yn yr ysgol. Rheoli prosesau sy'n gysylltiedig ag adnoddau dynol ar gyfer staff cyfredol, newydd a'r rhai sy'n gadael, gan gynnwys cynnal a chadw cronfa ddata personél y staff. Cynnal elfen AD SWAC a chyfrifoldeb dros ddilysu dogfennau ar gyfer Gwasanaethau Datgelu a Gwahardd.
- Bod yn gyfrifol ac yn atebol am y broses recriwtio gan gynnwys creu hysbysebion, paratoi a sefydlu paneli cyfweld, cysylltu â llywodraethwyr a gweithio i linellau amser penodol, hwyluso cyfieithu Cymraeg o ddisgrifiadau swydd newydd, manylebau pobl a hysbysebion swyddi ar gyfer hysbysebu allanol. Datblygu rhaglen gynefino briodol ar gyfer staff newydd a darparu cefnogaeth ardderchog i'r aelodau staff hynny sy'n newydd i'r ysgol. Cynghori a rheoli gweithdrefn presenoldeb staff gan gynnwys yr holl staff yn dychwelyd i'r gwaith cyfweliadau a chamau absenoldeb gyda rheolwyr llinell. Bod yn gyfrifol ac yn atebol am fonitro a chynnal gwybodaeth absenoldeb staff yn unol â pholisi absenoldeb staff, diweddarau system rheoli absenoldeb iTrent a sicrhau bod rheolwyr Fersiwn 2.0 FC Duplicate Copy yn cadw at bresenoldeb mewn polisi a gweithdrefnau gwaith. Cynhyrchu siartiau absenoldeb wythnosol a chynghori SLT. Rhoi cyngor a chymorth i reolwyr llinell a gweithwyr ar gymhwysu polisiâu cyflogaeth DCC, gan gynnwys ond heb fod yn gyfyngedig i Ddisgyblaethol, Cwyno/Anghydffurfiaeth, Rheoli Absenoldeb



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Salwch a Rheoli Perfformiad. Cynnal system recordio gadarn ar gyfer rheoli perfformiad yr holl staff addysgu. Monitro dyddiadau dod i ben DBS sy'n gweithio gyda'r Awdurdod Lleol i gynorthwyo. Coladu taflenni amser a mewnbwn yn uniongyrchol ar system gyflogres.

- Rheolwyr llinell gymorth wrth reoli pob achos cysylltiadau gweithwyr o safbwynt o'r dechrau i'r diwedd gan gynnwys cysylltu â'r darparwr AD a'r Awdurdod Lleol ar reoli achosion cymhleth. Cynghori rheolwyr llinell ar ddefnyddio polisiau a gweithdrefnau rheoli pobl, fel y bo'n briodol. Cefnogi'r gwaith o nodi bylchau gwybodaeth ac anghenion hyfforddi ar gyfer y timau rheoli.
- Cynorthwyo'r Pennaeth gyda'r holl faterion sy'n codi o archwiliad AD o ysgolion, gan sicrhau eu bod yn cael eu datrys a'u gweithredu o fewn amserlenni penodol. Hefyd yn cynorthwyo ac yn cynghori gydag asesiadau cyflog a staffio.
- Cofnodion yn cynnwys cyfarfodydd ysgol, gwrandawiriadau cyfrinachol ac apeliadau. Cyfarfodydd Cydlynu Teams, cyfarfodydd safonau cyfnod allweddol, cyfarfodydd Hoy a chyfarfodydd atebolrwydd staff eraill ar gyfer y pennaeth a'r uwch dîm arweinyddiaeth. Cydlynu cyfeiriadau UCAS mewn cysylltiad â Phennaeth y 6ed Dosbarth a'r Pennaeth. ➤ Rhoi cyngor a chefnogaeth i ysgrifenyddion clwstwr ar brosesau newydd ee iTrent/HR SWAC elfen pan fo angen.
- Gweithredu fel cyfryngwr rhwng disgyblion, athrawon, llywodraethwyr, awdurdod lleol, Uwch Dîm Arwain a Phennaeth ar bob mater sy'n ymwneud ag ysgol gan gynnwys unrhyw faterion disgyblu. Arwain ar weinyddu a chofnodi pob gwaharddiad allanol, coladu'r holl waith papur a threfnu paneli disgyblu disgyblion, cysylltu ag awdurdod lleol a llywodraethwyr yn unol â hynny. Cysylltu ag asiantaethau allanol yn ôl yr angen. Rheoli newidiadau i'r clawr a'r ystafell ar gyfer staff addysgu absennol a chyflenwi llyfrau drwy asiantaethau perthnasol, yn absenoldeb rheolwr y clawr. Byddwch yn ymwybodol o wahaniaeth a'ch cefnogi a sicrhau cyfleoedd cyfartal i bawb. Adnabod cryfderau a meysydd arbenigedd eich hun a defnyddio'r rhain i gynghori a chefnogi eraill.
- Cydlynu a chynhyrchu'r holl ddogfennau Cofnod o Gyflawniad: Cynhyrchu llyfryn i'w gwblhau gan fyfyrwyr. Cydlynu gyda Hoy / AHoY. Coladu a chynhyrchu dogfennau Cofnod o Gyflawniad yn barod ar gyfer cyflwyniad Cofnod o Gyflawniad.
- Darparu gweinyddiaeth a chymorth i'r Corff Llywodraethol: Cynnull cyfarfodydd y corff llywodraethu. Gweithio'n effeithiol gyda'r cadeirydd a'r pennaeth. Cynhyrchu, coladu a dosbarthu agendâu a phapur ar gyfer holl gyfarfodydd y llywodraethwyr. Treulwch funudau yn holl gyfarfodydd y llywodraethwyr. Cydlynu etholiadau rhiant, athrawon a llywodraethwyr staff pan fo angen. Mae rheolwyr cynhyrchu a chydlynu yn adrodd i rieni mewn cysylltiad â'r pennaeth. Rheoli calendr blynyddol llywodraethwyr ac anfon gwahoddiadau, agenda a chofnodion cyfarfodydd. Cyfathrebu'n rheolaidd gyda'r holl lywodraethwyr a'r cadeirydd.

**Adnoddau / Offer / Deunyddiau**

Offer swyddfa (e.e. cyfrifiadur, llungopiwr/argraffydd, cypyrddau ffeilio)

**Goruchwyllo / Rheoli Pobl**

Cysylltu â rheolwr cyllid/busnes ynghylch materion personél.

**Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad**



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- NVQ 3 neu gymhwyster cyfatebol neu gyfwerth mewn disgyblaeth berthnasol
- Mae profiad o weithio mewn amgylchedd busnes a rheoli timau mawr yn hanfodol. Mae cymhwyster rheoli / goruchwyllo yn ddymunol Dylai deiliad y swydd hefyd fod yn berson sydd â sgiliau rheoli ac arwain cryf ac mae sgiliau dylanwadu, hyfforddi a hwyluso da yn allweddol
- Hyfedr yn y defnydd o becynnau meddalwedd Microsoft Office.
- Profiad o ddelio â chwynion.
- Agwedd 'gallu' gwneud' a chadarnhaol gyda natur ddigynnwrf sy'n darparu atebion i broblemau.
- Gallu croesawu arloesedd a newid a gweld ble a phryd y mae ei angen.
- Yn drefnus iawn, gyda'r gallu i gynllunio a blaenoriaethu ffrydiau gwaith.
- Profiad o reoli gwefannau.
- Gwybodaeth am systemau ac arferion rheoli ysgolion.
- Lefel uchel o sgiliau trefnu a chyfathrebu.
- Gallu gweithio'n hyblyg ac y tu allan i oriau gwaith arferol.

### **Amodau Gwaith Arbennig**

Gweithio yn ystod y dydd yn bennaf, ond mae mynychu cyfarfodydd Llywodraethwyr gyda'r nos yn hanfodol gydag amser yn ôl yn lle disgrisiwn y pennaeth

### **Archwiliadau Cyflogaeth / Gofynion Penodol**

Mae'n ofynnol i bob aelod newydd o staff fynd drwy ein gwiriadau recriwtio mwy diogel; clirio DBS, 2 eirada 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**

Mae'r swydd yn swydd allweddol yn yr ysgol ac yn bwynt cyswllt cyntaf wrth ddarparu cefnogaeth hanfodol i Bennaeth ac Uwch Dîm Arweinyddiaeth, disgyblion, aelodau'r cyhoedd, ac asiantaethau allanol eraill. Cynorthwyo i redeg yr ysgol yn esmwyth drwy gynnal cofnodion staff a disgyblion cyfrinachol hanfodol. Cynorthwyo staff gyda materion sy'n ymwneud â staff. Bydd deiliad y swydd yn darparu'r offer i'r ysgol reoli'r holl faterion sy'n ymwneud â phersonél sy'n ofynnol i sicrhau cyn lleied o droi at ddarparwr AD a'r fîm cysylltiedig. Bydd deiliad y swydd yn rheoli gwaith y staff cymorth a nodwyd a bydd yn tynnu sylw at y goblygiadau Adnoddau Dynol a allai godi o ganlyniad i'r Cynllun Gwella Ysgolion.



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## 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 gyfweld 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).

<b>Teitl y Swydd:</b>	<b>CP I Bennaeth a chymorth UDA</b>		
<b>Gwasanaeth:</b>	<b>Ysgolion</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 ac ati
<b>1. ADDYSG A CHYMWYSTERAU</b>	NVQ 3 neu gymhwyster cyfatebol neu brofiad mewn disgyblaeth berthnasol	Cymhwyster rheoli/goruchwylio	Ffurflen Gais
<b>2. PROFIAD PERTHNASOL</b>	Profiad o weithio mewn amgylchedd busnes ar lefel reoli  Profiad o ddatblygu, rheoli a gweithredu systemau gweinyddol  Defnydd effeithiol o TGCh ac offer/adnoddau arbenigol eraill	Profiad o weithio mewn swyddfa Ysgol ar lefel uwch	Ffurflen Gais / Cyfweliad
<b>3. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD</b>	Gwybodaeth am glerig/gweinyddol cyffredinol / ariannol / AD  Gwybodaeth am blismonau/codau ymarfer perthnasol ac ymwybyddiaeth o ddeddfwriaeth berthnasol  Y gallu i gynllunio a datblygu systemau  Y gallu i drefnu, arwain ac ysgogi staff eraill  Y gallu i ddehongli cyngor/statud ac i ddyfeisio polisi/ymarfer yng ngoleuni'r rhain		Ffurflen Gais / Cyfweliad



	<p>Dealltwriaeth o sut mae angen rheoli cysylltiadau gweithwyr mewn amgylchedd undebol cymhleth.</p> <p>Dealltwriaeth o amgylchedd gwaith addysgol a thelerau ac amodau cyflogaeth athrawon ysgol.</p> <p>Sgiliau rhifedd da/llythrennedd</p> <p>Sgiliau TGCh da</p>		
<p><b>4. NODWEDDION PERSONOL</b></p>	<p>Y gallu i gyfathrebu'n glir ac yn effeithiol â phobl â chefnidiroedd gwahanol ac ar bob lefel gan gynnwys rheolwyr a gweithwyr i alluogi darparu cyngor o ansawdd.</p> <p>Y gallu i reoli a dadansoddi setiau mawr o ddata o amrywiaeth o ffynonellau a nodi a blaenoriaethu gweithredoedd yn briodol.</p> <p>Sgiliau TG da a'r gallu i ddefnyddio systemau yn effeithiol.</p> <p>Y gallu i berswadio, ysgogi, trafod a dylanwadu</p> <p>Gweithio'n adeiladol fel rhan o dîm, deall rolau a chyfrifoldebau a'ch sefyllfa eich hun o fewn y rhain</p> <p>Y gallu i hunanwerthuso anghenion dysgu a chwilio am gyfleoedd dysgu yn weithredol</p> <p>Y gallu i weithio ar liwt eich hun</p> <p>Y gallu i adnabod anghenion hyfforddi a datblygu eich hun a chydweithio â dulliau i fynd i'r afael â'r rhain</p>		<p>Ffurflen Gais / Cyfweliad</p>



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	<p>Y gallu i gysylltu'n dda â phlant ac oedolion</p> <p>agwedd 'gallu gwneud' ac agwedd gadarnhaol gyda'r gallu i fod yn dawel a darparu atebion i Problemau</p>		
<b>5. GOFYNION ERAILL</b>	Empathi â'r iaith a'r diwylliant Cymraeg	Sgiliau iaith Gymraeg	Ffurflen Gais / Cyfweliad



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## DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

<b>Job Title:</b>	<b>PA to Headteacher &amp; SLT Support</b>
<b>Grade:</b>	<b>7</b>
<b>Service:</b>	<b>Schools</b>
<b>Service Area:</b>	<b>Prestatyn High</b>
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Job ID Number / Date Issued:</b>	<b>04529</b>

### Job Purpose

To provide a confidential administrative service to the Headteacher, that enables the Headteacher to fulfil his responsibilities, ensuring workload is prioritised to meet the varied and conflicting needs of the school, and provide the same support for the Senior Leadership Team. Maintaining the highest level of confidentiality at all times, using discretion in providing information both within and outside school. To provide consistent and clear advice on the full range of employment issues for all staff with support from the nominated HR service provider and Business & Finance Manager. Provision of administrative, organisational and complex advisory support to the Governing Body as Clerk to the Governors.

### Principal Accountabilities and Responsibilities

- Provide full confidential support to the headteacher, 2 deputy headteachers and 3 assistant headteachers, including management of the headteacher's diary and coordinate diaries of the senior leadership team, clerical support i.e. prepares reports, school policies, mail merges, press releases, letters and other general correspondence including Welsh translation, where necessary. Liaise with governors, parents, education social workers, education authority and external agencies.
- Develop and maintain a filing system in compliance with Data Protection Act 1998 and the General Data Protection Regulations (May 2018). Ensure GDPR regulations are adhered in respect of staff data management and processing of staff data within the school. Manage human resource related processes for current, new staff and leavers, including maintenance of the staff personnel database. Maintaining HR element of SWAC and responsibility for validation of documents for Disclosure and Barring Services.
- Be responsible and accountable for the recruitment process including creating adverts, preparation and set up of interview panels, liaising with governors and working to specific time lines, facilitate Welsh translation of new job descriptions, person specifications and job adverts for external advertising. Develop an appropriate induction programme for new staff and provide excellent support for those members of staff who are new to the school.
- Advise and manage staff attendance procedure including all staff return to work interviews and absence stages with line managers. Being responsible and accountable for monitoring and maintaining staff absence information in line with the staff absence policy, keeping iTrent absence management system updated and ensuring managers Version 2.0 FC Duplicate Copy adhere to the attendance at work policy and procedures. Produce weekly absence charts and advise SLT. Provide line managers and employees with advice and support on the application of DCC employment policies, including but not limited to Disciplinary, Grievance/Disputes, Managing Sickness Absence and Managing Performance. Maintain a robust recording system for the performance





management of all teaching staff. Monitoring of DBS expiry dates working with the Local Authority to assist. Collate timesheets and input directly onto payroll system.

- Support line managers in the management of all employee relations cases from an end to-end perspective including liaising with HR provider and Local Authority on the management of complex cases. Advise line managers on the application of people management policies and procedures, as appropriate. Support the identification of knowledge gaps and training needs for the management teams.
- Assist the Headteacher with all issues arising from HR audit of schools, ensuring they are resolved and implemented within specified timescales. Also assist and advise with salary assessments and staffing.
- Minute taking to include school meetings, confidential hearings and appeals. Coordinate Teams meetings, key stage standards meetings, HoY meetings and other staff accountability meetings for the headteacher and senior leadership team. Coordinate UCAS references in liaison with the Head of 6th Form and Headteacher. ➤ Give advice and support to cluster secretaries on new processes eg iTrent/HR SWAC element when required.
- Act as intermediary between pupils, teachers, governors, local authority, Senior Leadership Team and Headteacher on all school related issues including any disciplinary matters. Lead on the administration and recording of all external exclusions, collate all paperwork and arrange pupil disciplinary panels, liaising with local authority and governors accordingly. Liaison with external agencies as and when required. Manage cover and room changes for absent teaching staff and book supply through relevant agencies, in the absence of the cover manager. Be aware of and support difference and ensure equal opportunities for all. Recognise own strengths and areas of expertise and use these to advise and support others.
- Coordinate and produce all RoA documentation: Produce booklet for completion by students. Coordinate with HoY/AHoY. Collate and produce RoA documents in readiness for RoA presentation
- Provision of administration and support to the Governing Body: Convene meetings of the governing body. Work effectively with the chair and the headteacher. Produce, collate and distribute agendas and paper for all governors' meetings. Take minutes at all governor's meetings. Coordinate elections of parent, teacher and staff governors when necessary. Produce and coordinate governors report to parents in liaison with the headteacher. Manage annual governors' calendar and send out meeting invites, agenda and minutes. Communicate regularly with all the governors and the chair.

**Resources/Equipment/Material**

Office equipment (e.g. computer, photocopier/printer, filing cabinets)

**Supervision/Management of People**

Link with finance/business manager regarding personnel matters.

**Special Working Conditions**

Mostly daytime working, but attendance at evening Governor meetings is essential with time back in lieu at the discretion of the headteacher.

**Knowledge, Skills, Training and Experience**



- NVQ 3 or equivalent qualification or equivalent in relevant discipline
- Experience working in a business environment and managing large teams is essential. A management /supervisory qualification is desirable The post holder should also be a person with strong management and leadership skills and good influencing, coaching and facilitation skills are key
- Proficient in the use of Microsoft Office software packages.
- Experience of dealing with complaints.
- A 'can do' and positive attitude with the ability to be calm and provide solutions to problems.
- Ability to welcome innovation and change and to see where and when it is necessary.
- Highly organised, with the ability to plan and prioritise workstreams.
- Experience of managing websites.
- Knowledge of school management systems and practises.
- Proven high degree of organisational and communication skills.
- Ability to work flexibly and outside of normal working hours

### **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 is a key position within the school and first point of contact in providing critical support to Headteacher and Senior Leadership Team, pupils, members of the public, and other external agencies. To assist in the smooth running of the school by maintaining essential confidential staff and pupil records. To assist staff with personnel related issues. The postholder will provide the school with the tools to manage all personnel related issues required to ensure minimal recourse to HR provider and associated team. The postholder will line manage the work of the identified support staff and will highlight the HR implications which may arise as a result of the School Improvement Plan.



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## 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 &amp; SLT Support</b>		
<b>Service</b>	<b>Schools</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>	NVQ 3 or equivalent qualification or experience in relevant discipline	Management/ supervisory qualification	Application Form
<b>2. RELEVANT EXPERIENCE</b>	Experience working in a business environment at a management level  Experience of development, management and operation of administrative systems  Effective use of ICT and other specialist equipment/resources	Experience on working in a School office at a senior level	Application Form/ Interview
<b>3. JOB RELATED KNOWLEDGE &amp; SKILLS</b>	Knowledge of general clerical/administrative/ financial / HR  Knowledge of relevant polices/codes of practice & awareness of relevant legislation  Ability to plan and develop systems  Ability to organise, lead and motivate other staff  Ability to interpret advice/statute and to devise policy/practice in the light of these  An understanding of how employee relations need to be managed in a complex unionised environment.		Application Form and/or Interview



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	<p>An understanding of an educational working environment and School Teachers terms and conditions of employment.</p> <p>Good numeracy/literacy skills Good ICT skills</p>		
<b>4. PERSONAL QUALITIES</b>	<p>The ability to communicate clearly and effectively with people with different backgrounds and at all levels including managers and employees to enable delivery of quality advice.</p> <p>The ability to manage and analyse large sets of data from a variety of sources and identify and prioritise actions appropriately.</p> <p>Good IT Skills and ability to use systems effectively.</p> <p>Ability to persuade, motivate, negotiate and influence</p> <p>Work constructively as part of a team, understanding roles &amp; responsibilities and your own position within these</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Ability to work on own initiative</p> <p>Ability to identify own training &amp; development needs &amp; cooperate with means to address these Ability to relate well to children and adults</p> <p>A 'can do' and positive attitude with the ability to be calm and provide solutions to Problems</p>		Application Form / Interview
<b>5. OTHER REQUIREMENTS</b>	Empathy with the Welsh language and culture	Welsh Language skills.	Application Form/ Interview