

## Gofalwr /wraig Ysgol

Cyfeirnod y swydd: YTIR00059W3MTE  
Lleoliad: Ysgol Tir Morfa, Ffordd Derwen  
Cyflog: Gradd 4, £23,500 - £24,702 pro rata  
Oriau: 35 y wythnos.  
Parhaol  
Dyddiad Cychwyn: 21.10.2024

Mae Ysgol Tir Morfa yn Ysgol Arbennig Gymunedol ar gyfer dysgwyr 3-19 oed sydd ag ystod eang o anghenion ychwanegol yn ymwneud â'u dysgu, iechyd a lles.

Bydd deiliad y swydd yn dod yn rhan annatod o gymuned ein hysgol, gan ddarparu gwasanaethau effeithiol ac effeithlon ar y safle ar gyfer tir yr ysgol.

Penodiad yn amodol ar Wiriad Gwasanaeth Datgelu a Gwahardd a geir daon boddhaol.

Os hoffech chi drafod unrhyw agwedd ar y swydd, ffoniwch Nicola Newell, Rheolwr Busnes a Chyllid ar 01745 350388.

Os oes gennych ddiddordeb yn y swydd wag hon, gwnewch gais ar-lein trwy ein gwefan [www.sirddinbych.gov.uk](http://www.sirddinbych.gov.uk) Am dduilliau 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: 3rd Gorffennaf 2024**  
**Dyddiad Cyfweiliad: 11th Gorffennaf 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.

## Caretaker – Large School

Job reference: YTIR00059W3MTE  
Location: Ysgol Tir Morfa, Ffordd Derwen  
Salary: Grade 4, £23,500 - £24,702 pro rata  
Hours: 35 per week.  
Permanent  
Start Date: 21.10.2024

Ysgol Tir Morfa is a Community Special School for learners aged 3-19 who have a wide range of additional needs relating to their learning, health and well-being.

The post holder will become an integral part of our school community, providing effective and efficient on-site services for the school premises.

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

If you would like to discuss any aspect of the post, please call Nicola Newell, Business and Finance Manager on 01745 350388.

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: 3rd July 2024**  
**Interview Date: 11th July 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.

## CYNGOR SIR DDINBYCH SWYDD-DDISGRIFIAD

<b>Teitl y Swydd:</b>	<b>Gofalwr /wraig Ysgol</b>
<b>Graddfa:</b>	<b>Grâdd 4</b>
<b>Gwasanaeth:</b>	<b>Ysgolion</b>
<b>Yn atebol i:</b>	<b>Pennaeth</b>
<b>Cyfeirnod y Swydd:</b>	<b>1685</b>

### Pwrpas y Swydd

Darparu gwasanaeth effeithiol ac effeithlon ar safle, gan gynnwys sicrhau diogeled yr adeiladau a'r manau o'u cwmpas, gwresogi a goleuo'r adeiladau, glanhau manau penodol, porthora a mân waith cynnal a chadw.

### Prif Gyfrifoldebau

Sicrhau fod yr adeiladau'n cael eu hagor ar ddechrau'r diwrnod ac yn ddiogel yn y nos.

Sicrhau diogelwch y safle trwy fonitro a gweithredu larymau tresmaswyr a larymau tân, adrodd yn ôl ar unrhyw namau i'r person priodol a sicrhau fod y safle'n cael ei defnyddio'n briodol a diogel.

Sicrhau y cedwir at ganllawiau a gweithdrefnau Polisi Iechyd, Diogelwch a Lles yr ysgol.

Gweithredu'r offer gwresogi yn unol â'r canllawiau.

Cynnal yr ystafelloedd boeler a'r peiriannau fel bo'n briodol ac adrodd ar unrhyw nam ar unwaith.

Bod yn bresennol yn yr adeilad yn ôl yr angen y tu allan i oriau gweithio arferol os bydd y larwm yn canu neu mewn argyfwng arall.

Ymgymryd ag unrhyw fân waith cynnal a thrwsio pryd a phan fo'r gofyn.

Sicrhau fod gwastraff yn cael ei waredu o'r adeilad ac oddi ar y tiroedd yn effeithlon, gan gynnwys ailgylchu.

Cynnal yr adeilad a'r ardaloedd o'i gwmpas mewn cyflwr glân a thaclus, gan gynnwys clirio eira / graeanu fel bo'n briodol.

Sicrhau fod digon o stoc o daclau ymolchi ar gael a'u dosbarthu'n ôl y gofyn.

Monitro gwaith glanhau adeiladau a chynnal a chadw tiroedd gan contractwyr yn unol â'r gweithdrefnau sydd wedi'u sefydlu.

Yn gyfrifol am gynnal a chadw offer llaw yn ddiogel.

Hyblygrwydd gydag oriau gwaith.

### Adnoddau / Offer / Deunyddiau

Bydd cynnyrch ac offer yn cael eu darparu gan eich Rheolwr.

### Goruchwylio / Rheoli Pobl

Amherthnasol.

### Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad

Sgiliau rhifedd a llythrennedd da.  
Profiad blaenorol fel gofalwr.  
Dealltwriaeth o Ddeddfwriaeth Iechyd a Diogelwch.  
Gwybodaeth o ddiogeledd adeiladau.  
Gwybodaeth o waith cynnal a chadw arferol.  
Sgiliau trefnu ardderchog.  
Sgiliau cyfathrebu da.

### **Amodau Gwaith Arbennig**

Gweithio, efallai, gyda sylweddau peryglus (chwistrellau glanhau ayb).

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

Gwiriad Datgelu a Gwahardd, Archwiliad Iechyd, Geirdaon Boddhaol. Holiadur Iechyd.

### **Gweledigaeth / Cyd-destun**

Y rôl hon yw sicrhau bod safle'r ysgol yn addas i'r diben, bob amser, ar gyfer cymuned yr ysgol gyfan.

## 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 gyfweild 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>Gofalwr /wraig Ysgol</b>		
<b>Gwasanaeth:</b>	<b>Ysgolion</b>		
<b>Graddfa:</b>	<b>Grâdd 4</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 / Cyfweiliad / Cyflwyniad / Geirda ac ati
<b>1. ADDYSG A CHYMWYSTERAU</b>	Crefft benodol sy'n briodol i oruchwylio adeilad yn ddymunol e.e.Peirianeg Trydanol, CORGI / gwaith plymio	Cymwys mewn Cymorth Cyntaf.	Ffurflen Gais.  Cyfweiliad.
<b>2. PROFIAD PERTHNASOL</b>	Profiad blaenorol fel gofalwr.	Profiad blaenorol fel gofalwr mewn ysgol fechan.	Ffurflen Gais.  Cyfweiliad.
<b>3. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD</b>	Dealltwriaeth o ddeddfwriaeth lechyd a Diogelwch.  Gwybodaeth o ddiogelwch adeiladau.  Gwybod am waith cynnal a chadw arferol.  Sgiliau rhifedd a llythrennedd dâ  Sgiliau trefnu ardderchog.  Sgiliau cyfathrebu dâ		Ffurflen Gais.  Cyfweiliad.
<b>4. NODWEDDION PERSONOL</b>	Y gall i wrando a gweithredu ar gyfarwyddiadau		Ffurflen Gais.  Cyfweiliad.
<b>5. GOFYNIION ERAILL</b>	Empahti â'r Iaith Gymraeg a diwylliant Cymru.	Y gall i siarad Cymraeg yn rhugl.	Ffurflen Gais.  Cyfweiliad.

## DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

<b>Job Title:</b>	<b>Large School Caretaker – Level 2</b>
<b>Grade:</b>	<b>Grade 4</b>
<b>Service:</b>	<b>Schools</b>
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Job ID Number:</b>	<b>1685</b>

### Job Purpose

To provide an effective and efficient on site service, including ensuring the security of the buildings and the surrounding areas, heating and lighting of the premises, cleaning of specified areas, portering and minor maintenance works.

### Principal Accountabilities and Responsibilities

Ensure the buildings are opened at the beginning of the day and made secure at night.

Ensure site safety through the monitoring and operation of intruder and fire alarms, reporting any malfunctions to appropriate person and ensure appropriate and safe use of the site.

Ensure that the school Health, Safety and Welfare Policy guidance and procedure are adhered to.

Operating the heating plant in accordance with guidelines.

Maintain boiler and plant rooms as appropriate, reporting any defects immediately.

To attend the building as necessary outside of normal working hours in cases of alarm activation or other emergency.

Undertake any minor maintenance work and repairs as and when required.

Ensure the efficient removal of waste from the building and the grounds, including recycling.

To maintain the building and its surrounding area in a clean and tidy condition, including snow clearing/gritting as appropriate.

Ensuring adequate stock of toiletries and distributing as required.

Monitor building cleaning and grounds maintenance work carried out by contractors in accordance with set procedures.

Responsible for the maintenance and safekeeping of hand tools.

### Resources/Equipment/Material

Products and Equipment will be provided by your Manager

### Supervision/Management of People

Not Applicable

### Knowledge, Skills, Training and Experience

Good numeracy and literacy skills.  
 Previous caretaking experience  
 Knowledge of Fire Regulations  
 Understanding of Health and Safety Legislation including COSHH  
 A specific trade that is appropriate to the supervision of a building is desirable, e.g. Electrical Engineering, CORGI/plumbing.  
 Knowledge of building security  
 Knowledge of routine maintenance work  
 Knowledge of Fire Regulations  
 Excellent organisation skills  
 Good communication skills

**Special Working Conditions**

Possibly working with hazardous substances (cleaning sprays etc).

**Employment Checks/ Specific Requirements**

DBS Check, Health Surveillance, Satisfactory References  
 If you need further clarification on DBS checks please contact HR Direct for advice

**Vision/Context**

This role is to ensure the school site is fit for purpose, at all times, for the whole school 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).

<b>Post Title:</b>	<b>Large School Caretaker – Level 2</b>		
<b>Service</b>	<b>Schools</b>		
<b>Grade:</b>	<b>Grade 4</b>		
<b><u>CRITERIA</u></b>	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>	<b><u>METHOD OF ASSESSMENT</u></b>
			Application Form / Interview / Presentation / References etc
<b>i. EDUCATION &amp; QUALIFICATIONS</b>	A specific trade that is appropriate to the supervision of a building is desirable, e.g. Electrical Engineering, CORGI/plumbing.	First Aid qualified	Application Form Interview
<b>ii. RELEVANT EXPERIENCE</b>	Previous caretaking experience	Previous caretaking experience in a large school	Application Form Interview
<b>iii. JOB RELATED KNOWLEDGE &amp; SKILLS</b>	Knowledge of Fire Regulations  Understanding of Health and Safety Legislation including  COSHH  Knowledge of building security  Knowledge of routine maintenance work  Knowledge of Fire Regulations  Good numeracy and literacy skills.  Excellent organisation skills Good communication skills		Application Form Interview



<b>iv. PERSONAL QUALITIES</b>	Able to listen to instructions and act accordingly		Application Form Interview
<b>v. OTHER REQUIREMENTS</b>	Empathy with the Welsh culture	Able to speak fluent Welsh	Application Form Interview