

MANYLEB PERSON

<i>Meini Prawf</i>	<i>Hanfodol</i>	<i>Dymunol</i>	<i>Asesiad</i>
Cymwysterau			
Wedi cwblhau cymhwyster Lefel 3 o leiaf	Y		Ffurflen Gais
Cymhwyster Asesydd priodol	Y		Ffurflen Gais
Cymhwyster Gwiriwr priodol		Y	Ffurflen Gais
Tystiolaeth o Ddatblygiad Proffesiynol Parhaus	Y		Ffurflen Gais
Profiad / Gwybodaeth			
Profiad o weithio mewn diwydiant perthnasol.	Y		Ffurflen Gais a Chyfweliad
Profiad o addysgu/hyfforddi/asesu mewn disgyblaeth berthnasol	Y		Ffurflen Gais a Chyfweliad
Gwybodaeth gadarn am ofynion hyfforddiant ac asesu	Y		Ffurflen Gais a Chyfweliad
Tystiolaeth o addasrwydd i weithio gyda phlant ac oedolion agored i niwed	Y		Ffurflen Gais a Chyfweliad
Sgiliau a Gallu			
Y gallu i drefnu, cynllunio a blaenoriaethu gwaith	Y		Ffurflen Gais
Y gallu i gwrdd â therfynau amser a gweithio o dan bwysau	Y		Ffurflen Gais
Y gallu i gysylltu'n effeithiol â staff mewnol ac allanol ar bob lefel	Y		Ffurflen Gais a Chyfweliad
Tystiolaeth o lythrennedd cyfrifiadurol yn enwedig Microsoft Word, Access ac Excel.	Y		Ffurflen Gais a Chyfweliad
Sgiliau rhyngpersonol a chyfathrebu ardderchog	Y		Ffurflen Gais a Chyfweliad
Y gallu i siarad Cymraeg		Y	Ffurflen Gais
Deallusrwydd a Thueddfryd Cyffredinol			
Y gallu i arddangos dealltwriaeth gadarn o faterion yn ymwneud â chyfrinachedd	Y		Ffurflen Gais a Chyfweliad
Y gallu i ddysgu ac addasu'n gyflym i sefyllfaedd a gofynion newydd	Y		Ffurflen Gais a Chyfweliad
Y gallu i gynnal effeithiolrwydd mewn amgylchedd o dyndra a throi cyfleoedd yn gynlluniau gweithredu	Y		Ffurflen Gais a Chyfweliad
Rhinweddau personol			
Mynd i'r afael â her gyda brwdfrydedd	Y		Ffurflen Gais a Chyfweliad

Dangos ymagwedd broffesiynol, diplomyddiaeth a'r gallu i ymdrin â sefyllfaoedd anodd	Y		Ffurflen Gais a Chyfweliad
Hyblyg ac yn addasu'n gyflym i amgylchiadau newydd a chyfnewidiol	Y		Ffurflen Gais a Chyfweliad
Bod yn gydweithiwr dibynadwy sy'n ymdrin â chydweithwyr a phob aelod o staff mewn modd parchus, pwrpasol a chadarnhaol	Y		Ffurflen Gais a Chyfweliad
Hyderus, brwdfrydig ac egniol	Y		Ffurflen Gais a Chyfweliad
Deall Cyfleoedd Cyfartal ac wedi ymrwymo iddynt	Y		Ffurflen Gais a Chyfweliad
Y gallu i weithio'n annibynnol, gydag ychydig iawn o oruchwyliaeth	Y		Ffurflen Gais a Chyfweliad
D1 wedi'i nodi ar y drwydded yrru neu barodrwydd i ymgymryd â phrawf ychwanegol		Y	Ffurflen Gais a Chyfweliad

PERSON SPECIFICATION

<i>Criteria</i>	<i>Essential</i>	<i>Desirable</i>	<i>Assessment</i>
Qualifications and Training			
Completion of a minimum level 3 qualification.	Y		App Form
Appropriate Assessor qualification	Y		App Form
Appropriate Verifier qualification		Y	App Form
Evidence of Continuous Professional Development	Y		App Form
Experience / Knowledge			
Proven track record of working in a relevant industry.	Y		App Form & Interview
Experience of teaching/training/assessing in a relevant discipline	Y		App Form & Interview
Sound knowledge of training and assessment requirements	Y		App form & Interview
Demonstrated suitability to work with children and vulnerable adults	Y		App Form & Interview
Skills and Abilities			
Ability to organise, plan and prioritise work	Y		App Form
Ability to meet deadlines and work under pressure	Y		App Form
Ability to liaise effectively with internal and external staff at all levels	Y		App Form & Interview
Evidence of computer literacy especially Microsoft word, and excel.	Y		App Form & Interview
Excellent interpersonal and communication skills	Y		App Form & Interview
The ability to speak Welsh		Y	App Form
General Intelligence and Aptitudes			
Able to demonstrate a sound understanding of issues relating to confidentiality	Y		App Form & Interview
Able to learn and adapt quickly to new situations and requirements	Y		App Form & Interview
Ability to maintain effectiveness in a pressurised environment and translate opportunities into action plans.	Y		App Form & Interview
Personal Qualities			
Approach a challenge with enthusiasm	Y		App Form & Interview
Exhibit a professional attitude, diplomacy and an ability to handle difficult situations.	Y		App Form & Interview
Flexible and quick to adapt to new and changing circumstances	Y		App Form & Interview

Be a reliable colleague who relates to peers and all other staff respectfully, purposefully and positively	Y		App Form & Interview
Confident, enthusiastic, energetic	Y		App Form & Interview
Understands and is committed to Equal Opportunities	Y		App Form & Interview
Able to work alone, with minimal supervision	Y		App Form & Interview
D1 stated on driving licence or the willingness to undertake this additional test		Y	App Form & Interview