

Manyleb Person Trefniadaeth
Teitl Swydd - Gwarchod Tŷ

	Hanfodol Y rhinweddau na ellid penodi deiliad swydd hebddynt	Dymunol Rhinweddau ychwanegol y gellir eu defnyddio i ddewis rhwng ymgeiswyr sy'n cwrdd â'r holl feini prawf hanfodol	Dull asesu
cymwysterau	Ar gyfer band 3 - Addysgwyd i safon TGAU neu gyfwerth Yn barod i gwblhau CGC Lefel 3 mewn pwnc cysylltiedig	Cymhwyster mewn pynciau cysylltiedig neu weithio tuag at: - Tystysgrif hylendid bwyd canolraddol Tystysgrif hylendid bwyd sylfaenol	Tystysgrifau
Profiad	Profiad o weithio mewn tîm amlddisgyblaeth. Profiad o gynllunio a threfnu gweithgareddau dyddiol ar draws amrywiaeth o ddisgyblaethau Profiad o amgylchedd ward prysur Profiad o ddelio ag aelodau'r cyhoedd	Profiad o ymgymryd â rôl ceidwad tai Profiad o weithio ar gyfer sefydliad GIG Profiad o weithio gydag amrywiaeth o grwpiau proffesiynol	Ffurflen gais Cyfweliad Cyfeiriadau
sgiliau	Sgiliau rheoli amser Y gallu i weithio dan eich menter eich hun Y gallu i weithio i derfynau amser tynn Y gallu i weithio dan bwysau Sgiliau trefniadol	Y gallu i ddefnyddio pecynnau swyddfa Microsoft gan gynnwys gwaith, rhagolwg a rhagoriaeth	Ffurflen gais Cyfweliad Cyfeiriadau
Gwybodaeth	Deall gofynion amgylchedd y ward Gwybodaeth am	Dealltwriaeth o'r prosiect am ddim i arwain, am ddim i	Ffurflen gais Cyfweliad Cyfeiriadau

	arferion gweithio ardal y ward Ymwybyddiaeth a dealltwriaeth o bwysigrwydd cyfrinachedd	ofalu am ofal	
Trefniadau Personol	Hunan gymhelliant Hunan ymwybodol Tact / diplomyddiaeth Cymhelliant Brwdfrydig Chwaraewr tim Ffôn a derbynfa dda		Ffurflen gais Cyfweliad Cyfeiriadau
Arall (Nodwch)	Bod ag ymagwedd hyblyg tuag at waith i ddiwallu anghenion y gwasanaeth	Siaradwr Cymraeg	Ffurflen gais Cyfweliad Gwirio dogfennau

Organisation Person Specification

Job Title – Housekeeper

	Essential The qualities without which a post holder could not be appointed	Desirable Extra qualities which can be used to choose between candidates who meet all the essential criteria	Method of assessment
QUALIFICATIONS	For band 3 – Educated to GCSE standard or equivalent Willing to complete NVQ Level 3 in related subject	Qualification in related subjects or working towards:- Intermediate food hygiene certificate Basic food hygiene certificate	Certificates
EXPERIENCE	Experience of working in a multi-disciplinary team. Experience of planning and organising daily activities across a variety of disciplines Experience of a busy ward environment Experience of dealing with members of the public	Experience of undertaking a house keeper role Experience of working for a NHS organisation Experience of working with a variety of professional groups	Application form Interview References
SKILLS	Time management skills Ability to work under own initiative Ability to work to tight deadlines Ability to work under pressure Organisational skills	Ability to use Microsoft office packages including work, outlook and excel	Application form Interview References
KNOWLEDGE	Understanding the demands of the ward environment Knowledge of the working practices of the ward area	Understanding of the Free to lead, free to care project	Application form Interview References

	Awareness and understanding of the importance of confidentiality		
PERSONAL ATTRIBUTES	Self motivated Self aware Tact/diplomacy Motivated Enthusiastic Team player Good telephone and reception manner		Application form Interview References
OTHER (Please specify)	Have a flexible approach to work to meet the service needs	Welsh speaker	Application form Interview Document check