

MANYLEB BERNONOL		
TEITL SWYDD: Derbynnydd/Gweinyddydd BAND: 2		
CYMWYSTERAU		
HANFODOL	DYMUNOL	DULL ASESU
Safon dda o addysg gyffredinol CGC lefel 2 mewn gweinyddu neu gymhwyster / profiad cyfwerth	ECDL Cymhwyster TG neu brosesu geiriau e.e. RSA 2) neu brofiad cyfatebol	Tystysgrifau Ffurflen gais/CV
PROFIAD		
HANFODOL	DYMUNOL	DULL ASESU
Profiad o ddefnyddio Microsoft Office Profiad o weithio mewn amgylchedd derbynfa neu swyddfa brysur Profiad o ddelio â'r cyhoedd ar y ffôn ac wyneb yn wyneb Y gallu i weithio mewn amgylchedd cyflym sy'n newid yn gyflym	Profiad o ddefnyddio a System TG (e.e. EMIS, Oracle, WPAS) Profiad o weithio mewn meddygfa feddygon teulu neu amgylchedd swyddfa'r GIG	Ffurflen Gais Cyfweliad Cyfeiriadau
SGILIAU gan gynnwys y sgiliau corfforol angenrheidiol ar gyfer y swydd		
HANFODOL	DYMUNOL	DULL ASESU
Y gallu i fewnbynnu gwybodaeth ar system gyfrifiadurol gyda chyflymder a chywirdeb Y gallu i ddelio â nifer o dasgau gwahanol ar yr un pryd Y gallu i gyfathrebu'n broffesiynol ac effeithiol â phob lefel o staff ar lafar ac yn ysgrifenedig Y gallu i ddatrys problemau 'yn y fan a'r lle' gan ddefnyddio barn eich hun	Sgiliau llawfer	Ffurflen Gais Cyfweliad Cyfeiriadau
GWYBODAETH		
HANFODOL	DYMUNOL	DULL ASESU
Dealltwriaeth o gyfrinachedd sy'n gysylltiedig â swydd Gwybodaeth am ystod o brosesau gweinyddol	Gwybodaeth am dermau meddygol	Ffurflen Gais Cyfweliad Cyfeiriadau
RHINWEDDAU PERSONOL (y gellir eu harddangos)		
HANFODOL	DYMUNOL	DULL ASESU
Siaradwr Cymraeg (lefel 3) neu Cymraeg i'w dysgu ar ôl cael ei benodi i'r swydd. Y gallu i weithio fel rhan o aelod tîm aml-fedrus integredig heb oruchwyliaeth uniongyrchol	Ffurflen Gais Cyfweliad	Cyfeiriadau

Ymagwedd hyblyg at anghenion y gwasanaeth gan gynnwys gweithio ar safleoedd eraill pan fo angen		
Gofynion Perthnasol Eraill (Nodwch)		
Dd/b		Ffurflen Gais Cyfweliad

BCUHB – PERSON SPECIFICATION		
JOB TITLE: Receptionist/Administrator BAND: 2		
QUALIFICATIONS		
ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
A good standard of general education NVQ Level 2 in administration or equivalent qualification/experience	ECDL Word processing qualification (e.g. RSA 2, or equivalent experience)	Certificates CV / Application form
EXPERIENCE		
ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Experience of using Microsoft office packages Experience of working in a busy reception or office environment Experience of dealing with the public on the phone and face to face Ability to work in a fast paced, ever-changing environment	Experience of using an IT system (e.g. EMIS, Oracle, WPAS) Experience of working in a GP surgery or an NHS office environment	Application Form Interview References
SKILLS including those physical skills necessary for the post.		
ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Ability to input information onto a computer system with speed and accuracy Ability to deal with a number of different tasks simultaneously Ability to communicate professionally and effectively with all levels of staff both verbally and in writing Ability to resolve issues 'on the spot' using own judgement	Shorthand skills	Application form Interview References
KNOWLEDGE		
ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
An understanding of confidentiality involved with post Knowledge of a range of administrative processes	Knowledge of medical terminology	Application form Interview References
PERSONAL QUALITIES (Demonstrable)		
ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Welsh speaker (level 3) or Welsh to be learned after being appointed to the post. Ability to work as part of an integrated multi-skilled team member without direct supervision		Application Form Interview References

Flexible approach to the needs of the service including working at other sites when required		
OTHER RELEVANT REQUIREMENTS <i>(Please Specify)</i>		
n/a		Application Form Interview