

## Swyddog Presenoldeb

Cyfeirnod y swydd: YGCG00391E5RDE  
Lleoliad: Ysgol Glan Clwyd  
Cyflog: Gradd 6 pro rata (£28,633 - £29,601)  
Oriau: 37 awr yr wythnos  
Contract: Parhaol, Tymor Ysgol + 5 HMS i ddechrau 01/09/2026  
Swydd Allanol

Gwahoddir ceisiadau gan unigolion brwdfrydig, blaengar ac ymroddgar sy'n meddu ar sgiliau gweinyddol a thechnoleg gwybodaeth o'r radd flaenaf.

Mae hon yn swydd allweddol i godi a chynnal safonau presenoldeb ar draws yr ysgol.

Mae'r swydd hon yn elfen ganolog o strategaeth yr ysgol i wella presenoldeb.

Bydd deiliad y swydd yn dylanwadu ar gyfeiriad strategol yr ysgol, gan sicrhau dull systematig a rhagweithiol o gefnogi disgyblion a theuluoedd ac o sicrhau bod pob plentyn yn manteisio i'r eithaf ar ei addysg.

Bydd y penodiad yn amodol ar Wiriad gan y Swyddfa Cofnodion Troseddol.

Os oes gennych ddi-ddordeb yn y swydd wag hon, gwnewch gais ar-lein trwy wefan [www.sirddinbych.gov.uk](http://www.sirddinbych.gov.uk) Am ddiulliau eraill o wneud cais, cysylltwch â Rhian Davies, AD Clwstwr Glan Clwyd ar 01745 582611.

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: Dydd Mercher 24/06/26**

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.

## Attendance Officer

Job reference: YGCG00391E5RDE  
Location: Ysgol Glan Clwyd  
Salary: Grade 6 pro rata (£28,633 - £29,601)  
Hours: 37 per week  
Contract: Permanent, Term Time + 5 STD to start 01/09/2026  
External vacancy

Applications are invited from enthusiastic, progressive and dedicated individuals who possess first class administrative and information technology skills.

This is a key position to raise and maintain attendance standards across the school.

This post is a central element of the school's strategy to improve attendance.

The post holder will influence the school's strategic direction, ensuring a systematic and proactive approach to supporting pupils and families and ensuring that each child takes full advantage of their education.

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 Rhian Davies, Glan Clwyd Cluster HR on 01745 582611.

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: Wednesday 24/06/26**

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.

<b>SWYDD DDISGRIFIAD</b>	
<b>Teitl y Swydd:</b>	<b>Swyddog Presenoldeb Arweiniol</b>
<b>Graddfa:</b>	<b>6</b>
<b>Gwasanaeth:</b>	<b>Addysg</b>
<b>Maes Gwasanaeth:</b>	<b>Ysgol Glan Clwyd</b>
<b>Yn atebol i:</b>	<b>Pennaeth</b>

<b>Pwrpas y Swydd</b>
<p>Mae hon yn swydd arweiniol allweddol i godi a chynnal safonau presenoldeb ar draws yr ysgol.</p> <p>Bydd deilydd y swydd yn arwain, datblygu a gwella systemau presenoldeb yr ysgol, gan gyfrannu'n uniongyrchol at safonau addysg a lles disgyblion.</p>
<b>Prif Gyfrifoldebau</b>
<p><b>Arwain a Rheoli'n Ddyddiol</b></p> <ul style="list-style-type: none"> <li>• Arwain a goruchwylio system bresenoldeb yr ysgol (e.e. SIMS), gan sicrhau cysondeb ac ansawdd cofnodi</li> <li>• Trefnu a dyrannu llwyth gwaith yn ymwneud â phresenoldeb i staff gweinyddol/perthnasol yn ôl yr angen</li> <li>• Arwain y broses o ymateb i absenoldebau ac uwchgyfeirio materion pryderus yn unol a chanllawiau sirol</li> <li>• Goruchwylio systemau cyfathrebu gyda rhieni a sicrhau eu bod yn effeithiol ac yn amserol</li> <li>• Monitro ac ansawdd-archwilio codau presenoldeb a defnydd staff ohonynt</li> <li>• Cydlynu gwaith gyda Phenaethiaid Blwyddyn, UDA a staff bugeiliol i sicrhau dull cyson o olrhain disgyblion</li> <li>• Arwain agweddau penodol wedi ei ddyrannu o ssystemau ysgol gyfan er mwyn cefnogi ymgysylltiad a phresneoldeb dysgwyr.</li> </ul> <p><b>Arwain Dadansoddi a Gwelliant</b></p> <ul style="list-style-type: none"> <li>• Arwain y gwaith o ddadansoddi data presenoldeb ar lefel ysgol, blwyddyn a grwpiau penodol mewn cydweithrediad â Rheolwr Data'r ysgol.</li> <li>• Paratoi ac adrodd yn rheolaidd i'r Cyswllt Uwch Dîm Arwain gyda mewnwelediadau strategol a chamau gweithredu</li> <li>• Adnabod patrymau absenoldeb a datblygu cynlluniau ymyrraeth wedi'u targedu ac dyrannu llwyth gwaith priodol fel yr angen i staff cefnogi.</li> <li>• Monitro presenoldeb a phrydlondeb a chynorthwyo wrth osod targedau ysgol gyfan</li> </ul> <p><b>Cydweithio ac Ymgysylltu â Rhieni</b></p> <ul style="list-style-type: none"> <li>• Arwain y gwaith o gysylltu â chynnal cyfarfodydd gyda rhieni a theuluoedd i wella presenoldeb.</li> <li>• Sicrhau fod achosion pendol yn cael eu huwch gyfeirio yn amserol</li> <li>• Datblygu dulliau ymgysylltu cadarnhaol a chefnogol gyda theuluoedd</li> <li>• Gweithio'n strategol gydag asiantaethau allanol (e.e. Gwasanaethau Cymdeithasol)</li> <li>• Cynrychioli'r ysgol mewn cyfarfodydd amlasiantaethol pan fo angen</li> </ul>

### Polisi, Cydymffurfiaeth a Systemau

- Sicrhau bod yr ysgol yn cydymffurfio'n llawn â gofynion statudol presenoldeb
- Arwain y gwaith o gwblhau a chyflwyno ffurflenni statudol yn gywir
- Cydweithio er mwyn datblygu a gwella polisiau a gweithdrefnau presenoldeb yr ysgol
- Creu a gweithredu strategaethau i leihau absenoldebau (e.e. gwyliau yn ystod tymor)

### Datblygu Systemau ac Arloesi

- Arwain ar ddatblygu systemau presenoldeb newydd neu well
- Cyflwyno a dyranu mentrau hyrwyddo presenoldeb ar draws yr ysgol
- Defnyddio data wrth gyflwyno a llywio penderfyniadau strategol
- Arwain ar hyfforddiant staff mewn perthynas â systemau presenoldeb.
- Sicrhau cydymffurfiaeth â holl systemau a pholisiau gweithredol yr ysgol.

### Cyfrifoldebau Eraill

- Arwain trefniadau gwobrwyo a dathlu llwyddiannau presenoldeb
- Cyfrannu'n weithredol at gyfarfodydd bugeiliol a chynllunio ysgol gyfan
- Cefnogi trosglwyddiad rhwng ysgolion o ran gwybodaeth presenoldeb
- Sicrhau bod cofnodion yn gywir ac yn cael eu cynnal i safon uchel

### Goruchwylio / Rheoli Pobl

- Goruchwylio ac arwain staff perthnasol mewn perthynas â phresenoldeb
- Cyfrannu at reoli perfformiad a datblygiad staff lle bo'n briodol

### Gwybodaeth, Sgiliau a Phrofiad

#### Hanfodol

- Profiad o arwain neu gydlynu systemau gweinyddol
- Profiad o ddadansoddi data ac adrodd
- Sgiliau trefnu a blaenoriaethu gwaith pobl eraill
- Dealltwriaeth gadarn o faterion presenoldeb ac ymyrraeth
- Sgiliau cyfathrebu rhagorol gyda rhieni a gweithwyr proffesiynol

#### Dymunol

- Profiad o weithio mewn ysgol/ byd addysg
- Dealltwriaeth o ddeddfwriaeth presenoldeb
- Profiad o weithio gydag asiantaethau allanol

### Gweledigaeth / Cyd-destun

Mae'r swydd hon yn elfen ganolog o strategaeth yr ysgol i wella presenoldeb. Bydd deiliad y swydd yn dylanwadu ar gyfeiriad strategol yr ysgol, gan sicrhau dull systematig a rhagweithiol o gefnogi disgyblion a theuluoedd ac o sicrhau bod pob plentyn yn manteisio i'r eithaf ar ei addysg.

<b>MANYLEB PERSON CYNGOR SIR DDINBYCH</b>	
<b>Teitl Swydd:</b>	<b>Swyddog Presenoldeb Arweiniol</b>
<b>Gwasanaeth:</b>	<b>Addysg</b>
<b>Graddfa:</b>	<b>6</b>

	<b>HANFODOL</b>	<b>DYMUNOL</b>	<b>DULL ASESU</b>
<b>ADDYSG A CHYMWYSTERAU</b>	<ul style="list-style-type: none"> <li>NVQ Lefel 3/4 neu gymhwyster cyfatebol mewn maes perthnasol (gweinyddiaeth, addysg neu reolaeth)</li> <li>Cymhwyster neu dystiolaeth o ddatblygiad proffesiynol parhaus</li> </ul>	<ul style="list-style-type: none"> <li>Cymhwyster lefel gradd neu gymhwyster arweinyddiaeth/reoli</li> <li>Hyfforddiant mewn dadansoddi data neu systemau gwybodaeth (e.e. SIMS)</li> </ul>	Ffurflen Gais Cyfweliad
<b>PROFIAD PERTHNASOL</b>	<ul style="list-style-type: none"> <li>Profiad o gydlynu neu arwain systemau gweinyddol</li> <li>Profiad o ddadansoddi data a chynhyrchu adroddiadau</li> <li>Profiad o weithio gyda rhieni a/neu asiantaethau allanol</li> <li>Profiad o flaenoriaethu a threfnu gwaith eraill neu ddyrannu tasgau</li> </ul>	<ul style="list-style-type: none"> <li>Profiad o arwain staff neu reoli llwyth gwaith fim</li> <li>Profiad fel Swyddog Presenoldeb neu mewn rôl bugeiliol gyffelyb</li> <li>Profiad o weithio gydag asiantaethau allanol cefnogi plant a theluoedd (e.e. gwasanaethau cymdeithasol)</li> </ul>	Ffurflen Gais Cyfweliad
<b>GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD</b>	<ul style="list-style-type: none"> <li>Gwybodaeth gadarn o weithdrefnau gweinyddol a systemau data ysgol gyfan</li> <li>Sgiliau dadansoddi data cryf a'r gallu i ddehongli tueddiadau</li> <li>Sgiliau TGCh rhagorol (e.e. SIMS, cronfeydd data)</li> <li>Gallu i weithio gyda gwybodaeth sensitif</li> </ul>	<ul style="list-style-type: none"> <li>Gwybodaeth o ddeddfwriaeth presenoldeb a pholisïau addysg</li> <li>Sgiliau arwain a datblygu systemau neu brosesau newydd</li> <li>Gwybodaeth o ddulliau ymyrraeth i wella presenoldeb</li> </ul>	Ffurflen Gais Cyfweliad Tasg

	<p>a chyfrinachol ar lefel uchel</p> <ul style="list-style-type: none"> <li>• Sgiliau cyfathrebu rhagorol (llafar ac ysgrifenedig), gan gynnwys gyda rhieni</li> <li>• Gallu i ddatrys problemau ac i wneud penderfyniadau'n annibynnol</li> <li>• Dealltwriaeth o bwysigrwydd presenoldeb a lles disgyblion</li> </ul>		
<b>RHINWEDDAU PERSONOL</b>	<ul style="list-style-type: none"> <li>• Gallu arwain a dylanwadu ar eraill mewn modd cadarnhaol</li> <li>• Sgiliau trefnu a rheoli amser rhagorol</li> <li>• Gallu gweithio'n annibynnol ac fel rhan o dîm ar lefel uwch</li> <li>• Hyblygrwydd i ymateb i flaenoriaethau sy'n newid</li> <li>• Ymdeimlad cryf o atebolrwydd a pherchnogaeth dros ganlyniadau</li> <li>• Gallu gweithio'n effeithiol mewn amgylchedd prysur a dan bwysau</li> <li>• Ymrwymiad i welliant parhaus a datblygiad proffesiynol</li> </ul>	<ul style="list-style-type: none"> <li>• Profiad o fentora neu gefnogi staff eraill</li> <li>• Medrau arwain newid</li> </ul>	<p>Ffurflen Gais</p> <p>Cyfweliad</p>
<b>GOFYNION ERAILL</b>	<ul style="list-style-type: none"> <li>• Gallu cyfathrebu yn ysgrifenedig ac ar lafar yn hyderus yn y Gymraeg.</li> <li>• Parodrwydd i fynychu hyfforddiant perthnasol</li> <li>• Gallu gweithio'n hyblyg i gefnogi anghenion yr ysgol</li> </ul>		<p>Ffurflen Gais</p> <p>Cyfweliad</p>

<b>JOB DESCRIPTION</b>	
<b>Post Title:</b>	<b>Lead Attendance Officer</b>
<b>Grade:</b>	<b>6</b>
<b>Service:</b>	<b>Education</b>
<b>Service Area:</b>	<b>Ysgol Glan Clwyd</b>
<b>Responsible to:</b>	<b>Headteacher</b>

<b>Purpose of the Post</b>
This is a key leadership role focused on raising and sustaining high standards of attendance across the school. The postholder will lead, develop and improve the school's attendance systems, contributing directly to educational standards and pupil wellbeing.
<b>Main Responsibilities</b>
<p><b>Daily Leadership and Management</b></p> <ul style="list-style-type: none"> <li>• Lead and oversee the school's attendance system (e.g. SIMS), ensuring consistency and high-quality recording.</li> <li>• Organise and allocate attendance-related workload to administrative/appropriate staff as required.</li> <li>• Lead the process of responding to absences and escalating concerns in line with local authority guidance.</li> <li>• Oversee communication systems with parents, ensuring they are effective and timely.</li> <li>• Monitor and quality-assure attendance codes and staff use of them.</li> <li>• Coordinate work with Heads of Year, ALNCo and pastoral staff to ensure a consistent approach to tracking pupils.</li> <li>• Lead allocated whole-school system areas to support learner engagement and attendance.</li> </ul> <p><b>Data Analysis and Improvement</b></p> <ul style="list-style-type: none"> <li>• Lead the analysis of attendance data at whole-school, year group and targeted-group level in collaboration with the school Data Manager.</li> <li>• Prepare and report regularly to the Senior Leadership Link with strategic insights and recommended actions.</li> <li>• Identify patterns of absence and develop targeted intervention plans, allocating appropriate workload to support staff.</li> <li>• Monitor attendance and punctuality and support the setting of whole-school targets.</li> </ul> <p><b>Working With and Engaging Parents</b></p> <ul style="list-style-type: none"> <li>• Lead on contacting and holding meetings with parents and families to improve attendance.</li> <li>• Ensure persistent cases are escalated in a timely manner.</li> <li>• Develop positive and supportive engagement approaches with families.</li> <li>• Work strategically with external agencies (e.g. Social Services).</li> <li>• Represent the school in multi-agency meetings when required.</li> </ul>

### **Policy, Compliance and Systems**

- Ensure the school fully complies with statutory attendance requirements.
- Lead the completion and accurate submission of statutory forms.
- Collaborate to develop and improve the school's attendance policies and procedures.
- Create and implement strategies to reduce absence (e.g. term-time holidays).

### **Systems Development and Innovation**

- Lead on developing new or improved attendance systems.
- Introduce and allocate attendance-promotion initiatives across the school.
- Use data to inform and guide strategic decision-making.
- Lead staff training relating to attendance systems.
- Ensure compliance with all operational school systems and policies.

### **Other Responsibilities**

- Lead reward arrangements and celebrations of attendance achievements.
- Contribute actively to pastoral meetings and whole-school planning.
- Support transition between schools in relation to attendance information.
- Ensure records are accurate and maintained to a high standard.

### **Supervision / People Management**

- Supervise and lead relevant staff in relation to attendance.
- Contribute to staff performance management and development where appropriate.

### **Knowledge, Skills and Experience**

#### **Essential**

- Experience of leading or coordinating administrative systems.
- Experience of analysing data and reporting.
- Skills in organising and prioritising the work of others.
- Strong understanding of attendance issues and intervention.
- Excellent communication skills with parents and professionals

#### **Desirable**

- Experience of working in a school/education setting.
- Understanding of attendance legislation.
- Experience of working with external agencies.

### **Vision / Context**

This role is a central element of the school's strategy to improve attendance. The postholder will influence the school's strategic direction, ensuring a systematic and proactive approach to supporting pupils and families and ensuring every child benefits fully from their education.

<b>DENBIGHSHIRE COUNTY COUNCIL PERSON SPECIFICATION</b>	
<b>Post Title:</b>	<b>Lead Attendance Officer</b>
<b>Service:</b>	<b>Education</b>
<b>Grade:</b>	<b>6</b>

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT METHOD</b>
<b>EDUCATION AND QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>NVQ Level 3/4 or equivalent qualification in a relevant field (administration, education or management).</li> <li>Qualification or evidence of continuous professional development.</li> </ul>	<ul style="list-style-type: none"> <li>Degree-level qualification or leadership/management qualification.</li> <li>Training in data analysis or information systems (e.g. SIMS).</li> </ul>	Application Form Interview
<b>RELEVANT EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of coordinating or leading administrative systems.</li> <li>Experience of analysing data and producing reports.</li> <li>Experience of working with parents and/or external agencies.</li> <li>Experience of prioritising and organising others' work or allocating tasks.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of leading staff or managing team workload.</li> <li>Experience as an Attendance Officer or similar pastoral role.</li> <li>Experience of working with external agencies supporting children and families (e.g. social services).</li> </ul>	Application Form Interview
<b>JOB RELATED KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>Strong knowledge of administrative procedures and whole-school data systems.</li> <li>Strong data-analysis skills and ability to interpret trends.</li> <li>Excellent ICT skills (e.g. SIMS, databases).</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of attendance legislation and education policies.</li> <li>Skills in leading and developing new systems or processes.</li> <li>Knowledge of intervention approaches to improve attendance.</li> </ul>	Application Form Interview Task

	<ul style="list-style-type: none"> <li>• Ability to work with sensitive and confidential information at a high level.</li> <li>• Excellent communication skills (oral and written), including with parents.</li> <li>• Ability to problem-solve and make independent decisions.</li> <li>• Understanding of the importance of attendance and pupil wellbeing.</li> </ul>		
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Ability to lead and influence others positively.</li> <li>• Excellent organisational and time-management skills.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Flexibility to respond to changing priorities.</li> <li>• Strong sense of accountability and ownership of outcomes.</li> <li>• Ability to work effectively in a busy, pressured environment.</li> <li>• Commitment to continuous improvement and professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of mentoring or supporting other staff.</li> <li>• Ability to lead change.</li> </ul>	Application Form Interview
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Ability to communicate confidently in Welsh, both written and spoken.</li> </ul>		Application Form Interview

	<ul style="list-style-type: none"><li>• Willingness to attend relevant training.</li><li>• Ability to work flexibly to support school needs.</li></ul>		
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