



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Temporary Clerical Assistant</b>
<b>Department:</b>	Various
<b>Section:</b>	Various
<b>Responsible to:</b>	Line Manager
<b>Grade:</b>	1
<b>Location:</b>	Cardiff
<b>Main purpose of Job:</b>	

The post holder will carry out certain specific administrative duties within the section.

### **Principal Duties and Responsibilities:**

#### **Communication and Customer Service**

Under direction/support from your line manager:

- To communicate politely and effectively with a range of individuals (internal and external),

**Job title:**

**Telerau ac Amodau Gwasanaeth****Terms and Conditions of Service****Teitl y Swydd/  
Job Title:**

Cynorthwydd Clercyddol Dros Dro / Temporary Clerical Assistant

**Cyflog/  
Salary:**

£10.90 yr awr / per hour

**Gradd/  
Grade:**

1

**Gwyliau  
Blyneddol/  
Annual Leave:**

25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol/ychwanegol o wyliau yn ogystal ar hyn o bryd, pro rata.

25 Days per annum. In addition, the WJEC currently allows 16 statutory / additional holidays, pro rata.

**Pensiwn/  
Pension:**

Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol

The provision of the Local Government Superannuation Act apply

**Math o Gytundeb:****Contract Type:** Llawn-amser / Full Time Rhan-amser / Part Time Llawn-amser Tymor Cyfyngedig / Full Time Limited Term Rhan-amser Tymor Cyfyngedig / Part Time Limited Term**Nifer yr oriau'r wythnos  
No. of hrs per week****Diwedd y Tymor  
End of Term****Diwedd y Tymor  
End of Term****Nifer yr oriau'r wythnos  
No. of hrs per week**Amcangyfrif / Estimated:  
31 Gorffennaf / July 2024**Dull Ymgeisio:****Method of Application:**