



## **Educate Together Administration Assistant**

Educate Together is the representative body for 117 primary and post-primary equality-based schools in Ireland. As a registered charity Educate Together is proud to have a reputation as an equality-based school network with principles of learner centeredness, co-education and democracy at its core. In addition, Educate Together is the management body for 96 national schools and patron (or patron/trustee partner) of 21 post-primary schools, including voluntary secondary schools, community schools and community colleges.

Educate Together now invites applications from suitable applicants for the position of Administration Assistant. As part of a small office team the Administration Assistant will support a wide range of work areas and projects. This is an exciting opportunity for the right person to contribute towards the mission of a dynamic charity supporting a growing network of schools, and to make a difference in the areas of education and equality in Ireland.

### **Job Specification:**

- Being the first point of contact for the national office and the organisation.
- Answering telephone calls and ensuring that all calls are logged and directed to the appropriate officer.
- Drafting communications to respond to enquiries by phone, post, email or in person.
- Making bookings for events, travel and accommodation as required.
- Logging and filing post, email and other communications.
- Managing outward mail including mailshots (for example using Mailchimp and/or Salesforce)
- Liaising with schools and boards of management
- Organising office supplies.
- Managing relationships with contractors and suppliers.
- Contacting and liaising with potential advertisers.
- Updating databases, web and e-learning platforms and email lists.
- Becoming a Garda Vetting Clerk User / Liaison to assist with processing Garda Vetting applications.
- Organising and working at events (company meetings, conferences and launches)

#### **Educate Together**

Equity House,

16/17 Upper Ormond Quay, Dublin 7

D07 H7DE

T +353 1 4292500

E [info@educatetogether.ie](mailto:info@educatetogether.ie)

[www.educatetogether.ie](http://www.educatetogether.ie)

#### **Directors 2020 – 2021**

T. Burke, Á. Clancy, A. Clifford, C. O'Connor,

C. Ó Cuanacháin, D. Abuchi-Ogbonda, D. Haskins,

D. Haskins, E. Lane-Spollen, J. Cummins (Chair),

M. Wallen, R. Woulfe, S. Mortell

**Company No.** 286202

**Registered Charity No.** 20033309

- Proof-reading company documents, statements and reports.
- Data entry and management (for example using Excel, Salesforce and other tools).
- Record keeping and file storage and management.
- Playing a full role in the development of the Educate Together national office team and other related duties that may be assigned from time to time.

### **Person Specification:**

The Administration Assistant should have good knowledge and understanding of the Irish education system. They must be committed to Educate Together’s charter and strategic goals and have the capacity to develop and improve policy and practice in relation to patronage functions, administration and information systems. They should have:

- Proven ability to write clearly and concisely (in English).
- Very good interpersonal and communication skills.
- Good IT and data entry skills with keen attention to detail.
- Flexibility, creativity and a positive work attitude.
- Knowledge of CRM databases and other office systems, or a willingness and capacity to learn.
- Very good organisational skills, including information management and record keeping.
- Capacity to develop good relationships with schools, boards of management, the Garda National Vetting Bureau, suppliers and other external organisations.
- Capacity to use and improve effective and efficient office administration and communication systems and processes.
- Capacity to work independently and as a member of a team.
- Capacity to prioritise effectively and manage time well.

A high level of integrity, accountability, confidentiality, responsibility and flexible and constructive engagement is required in the carrying out of these duties.

### **Terms:**

In accordance with Educate Together policy, roles are linked to a salary scale, with the point on the scale determined with regard to experience and qualifications for the role. The salary for this post is placed on Educate Together’s Assistant salary scale, which starts at €24,960 (A1).

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- The post is initially offered on a fixed term basis for 12 months with a six-month probationary period. It is hoped that this role will develop into a permanent position, subject to funding.
- This role is full-time (35-hour week). It is primarily based in the national office of Educate Together (currently Dublin City Centre) with the option of some home-working. Currently, due to Covid restrictions staff are working mostly from home.
- Flexibility to work evenings and weekends is expected with time off in lieu provided.
- Annual leave is 26 days per annum.

### **Applications:**

Applications should be in the form of a letter of application and CV (max 3 pages) and emailed to [recruitment@educatetogether.ie](mailto:recruitment@educatetogether.ie) under the subject of **“Educate Together Administration Assistant Application”**.

Closing date for applications is 12:00, Friday 25<sup>th</sup> June

Educate Together is an equal opportunities employer and welcomes applications from people of all backgrounds and identities.

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