

## **JOB DESCRIPTION: Office Administrator**

Part-time post, four days per week, Monday - Thursday

December 2022

### **Educate Together: Context**

Educate Together is the representative body for Ireland's equality-based school network of 96 primary and 21 post-primary schools. A registered charity, Educate Together has a proud reputation as an inclusive educational organisation with the principles of coeducation, child-centeredness, democracy and equality at its core.

### **Office Administrator: Role Description**

The role of Office Administrator is to provide support to a wide range of functions within the national office. The Office Administrator will work with the administration team, Head of Services, CEO and the wider national office team. This role may evolve in time in line with changing needs in the network and the national office.

This role will be offered for four days a week (28 hours per week). Educate Together now invites applications from suitable applicants for the position of Office Administrator.

### **Benefits of Working for Educate Together**

- The vacancy presents an exciting opportunity for the right person to contribute towards the mission of one of Ireland's most dynamic charities and to make a difference in the areas of education and equality in Ireland.
- We operate a time off in lieu (TOIL) system, where staff can work pre-approved additional hours and receive compensatory time off in lieu.
- Salary scales include an annual increment subject to satisfactory performance.
- A matched company contribution of up to 3% of annual salary is available (after probation) where employees choose to join a PRSA pension plan.
- Educate Together offers an Employee Assistance Programme to support staff members' wellbeing.

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#### **Educate Together**

Equity House,

16/17 Upper Ormond Quay, Dublin 7

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T +353 1 4292500

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

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

#### **Directors 2022 – 2023**

T. Burke, L. Byrne Á. Clancy, A. Clifford,

C. Ó Cuanacháin, D. Abuchi-Ogbonda, M. Hurley,

E. Lane-Spollen (Acting Chair),

M. Wallen, R. Woulfe, S. Mortell

**Company No.** 286202

**Registered Charity No.** 20033309



Educate  
Together

## Key Responsibilities

- 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, electronic forms and other communications
- Managing outward mail including mailshots (for example using Mailchimp and/or Salesforce)
- Liaising with schools and boards of management
- Organising routine office supplies
- Contacting and liaising with potential advertisers
- Managing relationships with contractors and suppliers
- Updating databases, web and e-learning platforms and email lists
- Becoming a Garda Vetting Clerk User/Liaison Person to assist with processing Garda Vetting applications
- Organising and working at events (company meetings, conferences and launches)
- Proof reading of company documents, statements and reports
- Data entry and management, for example working with 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 Office Administrator 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
- Very good interpersonal and communication skills
- Good IT and data entry skills with attention to detail
- A knowledge of CRM's and other office systems would be desirable, or a willingness and capacity to learn

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- Very good organisational skills, including information management, record keeping and attention to detail
- Capacity to develop good relationships with schools, boards of management, the Garda National Vetting Bureau, suppliers and other external organisations
- Capacity to use effective office administration and communication systems and processes
- Capacity to work independently and as a member of a team
- Flexibility, creativity and a positive work attitude
- Capacity to prioritise effectively and manage time well.

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

## Terms

This is a part-time post 4 days per week Monday to Thursday (28 hours). The salary for this position is placed on Educate Together's Assistant scale; starting salary will be between €27,200 and €30,200 (pro-rata 4 days €21,800 and €24,200), depending on experience and qualifications.

- The post is initially offered on a fixed term basis for 3 years with a six-month probationary period.
- The national office of Educate Together is based in Dublin city centre. This role will be based in the national office. Office hours are weekdays 9am to 5pm.
- Flexibility to occasional work evenings and weekends is expected with time off in lieu provided.
- Annual leave is 26 days per annum (pro-rata 4 days 20.8 days).

## Applications

Interested candidates may apply by sending a one-page letter outlining their suitability for this role along with their CV (max 3 pages) to [recruitment@educatetogether.ie](mailto:recruitment@educatetogether.ie) under the subject of "**Educate Together Office Administrator Application**".

The closing date for applications is 5pm, Thursday 19 January 2023.

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

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