JOB DESCRIPTION
School Assistant (Grade II)
DCU Institute of Education
Part time 3 year Fixed Term

Introduction
The DCU Institute of Education is the newest faculty of Dublin City University. Established in 2016 as Ireland’s first university faculty of education, it has a staff of more than 140 full-time academics, an administrative team of 28 and a student body in excess of 4,000. The Institute brings together students of education across all sectors from early childhood, to primary and post-primary and further and higher education. As well as providing a range of undergraduate programmes in education, the Institute offers a rich menu of taught and research-based post-graduate programmes at doctoral, masters, diploma and certificate levels.

Overview of the role
The successful candidate will initially be assigned to the School of Inclusive and Special Education, but in the future may be reassigned to another school within the Institute of Education. He/she will work collaboratively with colleagues in other school offices and across the faculty. The role is located on St Patrick’s campus.

The school assistant acts as a first point of contact for staff and students of the School and for members of the public. He/she also provides clerical assistance for the teaching, research and other activities of the School.

The school assistant’s direct line management reporting is to the Senior Administrative Officer or nominee with day-to-day task allocation and direction provided by the Head of School. He/she will work closely with other faculty and school colleagues and with units across the University, including Registry, the Estates Office, Information Systems Services (ISS) and Finance.

Duties and Responsibilities
1. Act as the first point of contact for the school, including for staff and students of the school:
   - Address routine student queries and provide students with information on assignment submission, timetabling and other relevant activities;
   - Advise school staff on administrative processes and escalate any queries or issues as appropriate;
   - Address queries from members of the public.

2. Provide assistance to the Head of School, to include:
   - Maintain school records;
   - Minute and make arrangements for school meetings;
   - Update school website content;
   - Arrange meetings, interviews and events including room bookings, catering and travel;
   - Assist with marketing of schools programmes at fairs and information event.

3. Provide routine finance administration assistance, to include processing orders, checking invoices, confirming deliveries.

4. Assist the Head of School and other school staff in organising events.
5. Work closely with other school assistants and faculty colleagues to improve customer service and administrative processes; alert the appropriate faculty administrator when issues or difficulties arise; communicate key deadlines and information to school staff.

6. Participate in any relevant training and quality review processes.

Qualifications and experience
Candidates must hold:
- a Leaving Certificate or equivalent, a recognised secretarial course (NFQ Level 5) with three years’ relevant experience, preferably in a third level environment.

Skills

Essential:
The successful candidate will have good social and customer service skills and will be capable of dealing professionally and in a competent manner with students and staff.

Desirable:
- A high level of computer literacy
- Excellent organisational skills
- High level of professionalism
- Good written and verbal communication
- Good standard of numeracy
- Flexibility in approach to workload and be accountable for one’s own workload
- Discretion and confidentiality