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 Human Development, 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
Please refer to the job description for a full list of duties and responsibilities associated with this role.

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

Mandatory Training
The postholder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when appropriate.

Salary scale €26,737 - €33,543* (Grade II)
*Appointments will be commensurate with qualifications and experience, and will be made on the appropriate point of the Grade II scale, in line with current Government pay policy.

Closing Date: 31 January 2020

Informal enquiries
Informal enquiries may be addressed to Lisa.Higgins@dcu.ie. Please do not send applications to this email address, instead apply as described below.

Application Procedure:
Application forms are available from the DCU Current Vacancies website at http://www.dcu.ie/hr/vacancies/index.shtml and also from the Human Resources Department Tel:+353 (0) 1 7005149.
Applications should be submitted by e-mail to hr.applications@dcu.ie or by post to the Human Resources Department, Dublin City University, DCU Glasnevin Campus, Dublin 9, D09W6Y4.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #BC0409 School Assistant (Grade II)

Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment are available at www4.dcu.ie/policies/policy-starter-packs.shtml.