



**DUBLIN CITY UNIVERSITY**  
**DCU Institute of Education**  
School Support Coordinator (Grade III)  
Full time 3 year Fixed Term

**General Information**

Dublin City University ([www.dcu.ie](http://www.dcu.ie)) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century.

Through its mission to transform lives and societies through education, research and innovation, DCU acts as an agent of social, cultural and economic progress. As Ireland's University of Enterprise, it is characterized by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector. Excellence in its education and research activities has led to its consistent ranking in the top 50 of the world's young universities (QS Top 50 under 50).

**Background**

The DCU Institute of Education (IoE) is the first faculty of education in an Irish university. It was constituted by the incorporation of St Patrick's College, Drumcondra (SPD), Mater Dei Institute of Education (MDI) and Church of Ireland College of Education (CICE) into Dublin City University (DCU) and was fully established in September 2016.

This is a major development of international significance. The Institute is Ireland's largest centre of expertise in education and offers programmes across the continuum from early childhood through primary and secondary to further and higher education.

The DCU Institute of Education is based in a €70 million purpose-built facility on DCU St Patrick's Campus, Drumcondra. The Institute has a student body of approximately 4,000, 3,500 of whom are on programmes with a substantial placement element. The Faculty currently delivers six undergraduate and 21 taught postgraduate programmes and has an academic staff of 130 in six interdisciplinary schools.

IoE comprises of 6 schools: School of Arts Education and Movement, School of Human Development, School of Inclusive and Special Education, School of Language, Literacy and Early Childhood Education, School of Policy and Practice and School of STEM Education, Innovation and Global Studies. The administrative support across the six schools sits with the IoE Faculty Administration team.

**Overview of the role**

The successful candidate will be part of the Faculty Administration team within DCU Institute of Education and will report into the Assistant Faculty Manger (Operations, Placements & Research).

The School Support Coordinator coordinates the workload of the six school assistants and is responsible for supporting school admin staff, for addressing or escalating issues as they arise, and for helping embed quality processes and procedures in school support activity.

The support coordinator also ensures consistent and appropriate cover for across schools activity during leave periods. He/she will work closely with other faculty and school colleagues and with units across the University, including Finance, HR, Registry, Estates Office and Information Systems Services (ISS).

The postholder will also provide financial and HR administrative support.

### **Duties and Responsibilities:**

The duties and responsibilities of the role will include, but are not limited to the following:

1. Coordinating the workload of the school assistants: addresses or escalates issues; identifies training needs and other required supports; briefs and helps embed best or new practice across all six schools
2. Finance administration support using both Agresso and Core: the postholder will act as requisitioner and/or buyer on a range of faculty accounts. They will work with the Faculty and Assistant Faculty Managers on financial administration and compliance.
3. Routine HR administrative support: act as first point of contact for part-time contract issuance at school level, liaise with HR, ensure part-time hours are recorded and processed appropriately.
4. Routine administrative tasks including: the use of various databases, records maintenance, data collation, document formatting and production, data entry and related checks, event management support, room bookings, ordering stationery, photocopying.
5. Team working: work collaboratively with school admin colleagues to ensure all institute activities are appropriately supported during leave periods or periods of high activity.
6. Participate in any relevant training and quality review processes.

### **Experience, Skills and Qualifications**

Candidates must hold a leaving certificate or equivalent, a recognised secretarial course and five years relevant experience, preferably in a third level environment.

Candidates should have strong organisational skills together with good communication and interpersonal skills, the ability to work under pressure and to tight deadlines. Good administrative and computing skills are essential. Customer service experience is desirable. Financial administration experience would be an advantage.

### **The competencies required this post are:**

1. **Building and maintaining relationships:** Has the ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organization.
2. **Personal Effectiveness/ Excellence:** Continuously strives to achieve high standards in the completion of tasks and in approach to working with people
3. **Team working:** Working together in a supportive manner to share tasks and information. Shows respect for the contribution of others.
4. **Knowledge of Processes & IT:** Shows a willingness to engage with processes and technology.

**Salary:** \*€32,704 - €41,718 per annum

***\* Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the salary scale, in line with current government pay policy***

Full details of salary upon promotion for internal staff can be viewed at:

<http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf>

**Closing Date:** 27<sup>th</sup> October 2017

### **Application Procedure**

Application forms are available from the DCU Current Vacancies (Internal Competitions) website at <http://www.dcu.ie/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

Applications should be submitted by email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:  
Job Ref #672: School Support Coordinator (Secretary Grade III), DCU Institute of Education**

*Dublin City University is an equal opportunities employer*