



*Applications are invited from suitably qualified candidates for the following position:*

**School Assistant (Grade II)  
DCU Institute for Education  
Permanent Contract**

**Dublin City University**

Dublin City University [www.dcu.ie](http://www.dcu.ie) is a young, ambitious and vibrant University, with a mission ‘to transform lives and societies through education, research, innovation and engagement’. Known as Ireland’s ‘University of Enterprise and Transformation’, it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education. DCU is committed to excellence across all its activities. This is demonstrated by its world class research initiatives, its cutting-edge approach to teaching and learning, its focus on creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU’s ranking among the top 2% of universities globally. It also consistently features in the world’s Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions’ contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

**DCU Institute of Education**

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.

**Role Overview**

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 in partnership 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**

See job description for list of main duties and responsibilities.

### **Qualifications and Experience**

#### **Essential**

- Leaving Certificate or equivalent, a recognised Secretarial Course and a minimum of three years' relevant office experience.
- Good interpersonal and customer service skills, and will be capable of dealing professionally and competently 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 the ability to take responsibility for one's own workload
- Discretion and confidentiality.

#### **Essential Training**

The successful candidates will be required to undertake the following mandatory compliance training: Orientation, GDPR, and Compliance. Other training may need to be undertaken when required.

**Salary Scale:** \*€28,666 – €35,313 (Secretary Grade 2)

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

**Closing Date: 25<sup>th</sup> March 2022**

**Informal Enquiries** may be addressed to Lisa Higgins, Senior Administrative Officer, DCU Institute of Education;

E-mail: [lisa.higgins@dcu.ie](mailto:lisa.higgins@dcu.ie).

Please do not send applications to this email address; instead, apply as described below.

**For more information on DCU and benefits visit:** [Why work at DCU?](#)

**Application Procedure:** Application forms are available from the DCU Current Vacancies website at <https://www.dcu.ie/hr/vacancies/current.shtml>. Applications must be submitted by e-mail to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

Please clearly state the role that you are applying for in your application form and email subject line,  
**Ref #BC21105 School Assistant**

***Dublin City University is an equal opportunities employer.***

***In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes. The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of University policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy Starter Packs](#)***