



Applications are invited from suitably qualified candidates for the following position

**School Assistant  
Professional 2  
DCU Institute for Education  
Permanent Contract**

**Dublin City University**

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

**Overview of the department**

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 30 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 Profile**

The successful candidate will initially be assigned to the School of Arts Education and Movement (AEM), 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 list of duties and responsibilities associated with this role.

### **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 postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

**Salary Scale:**

Professional 2 - € 30,928- € 37,981 refer to [DCU Payscales](#) for the applicable payscale.

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

**Closing date:** Thursday, 25<sup>th</sup> May 2023

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

**Informal Enquiries in relation to this role should be directed to:**

Ms Ciara Garry, Senior Administrative Officer, Professional Services, Institute of Education, Dublin City University.

Email: [ciara.garry@dcu.ie](mailto:ciara.garry@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 <https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants>

Applications should be submitted by e-mail with your completed application form to [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 RC230227 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](#)*