



Applications are invited from suitably qualified candidates for the following position

**School Support Administrator (Grade IV)
DCU Institute of Education
Permanent**

Overview

Dublin City University (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. As Ireland's University of Enterprise and Transformation, DCU is characterised by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector, including commercial, social and cultural enterprises. Excellence in its education and research activities has led to DCU's consistent position in the rankings of the world's top young universities.

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 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 Profile

This post is located in the Faculty Office. The person appointed will report to the Senior Administrative Officer, Professional Services Team. One of the core objectives of this team is to ensure effective and efficient delivery within the faculty of core administrative function such as accounts management, payroll and contract requisitioning. The person appointed will coordinate the School Support Team and will manage operational projects involving school-facing activity.

Duties and Responsibilities

Please refer to the job description for the duties and responsibilities associated with this post.

Minimum Internal Service Criteria

Please note that [internal service criteria](#) will apply

Applicants for the above post must hold a degree or equivalent and have a proven track record in administration. The successful applicant will be well organised, capable of co-ordinating and progressing tasks on their own initiative, and be able to contribute to the on-going development and refinement of administrative processes. They will be flexible, possess an ability to work effectively as part of a wider administrative team, and have excellent written, communication and interpersonal skills. Experience in the use of Agresso would be welcome.

Please note staff must have successfully completed their probationary period

In addition, the successful candidate will ideally have:

- Experience in the use of Agresso.
- Excellent written, communication and interpersonal skills.

Competencies

The competencies required for this post are:

1. Building & Maintaining Relationships

Ability to develop and maintain good working relationships with colleagues and others in a supportive manner, within and outside the organisation. Ability to show respect for the contribution of others. Experience of working successfully in a team environment.

2. Personal Effectiveness and Excellence

Continually strives for excellence when delivering role objectives. Is effective in planning, organising and managing their workload. Effective time management skills, the ability to multi- task and prioritise in a busy deadline driven work environment.

3. Problem solving and Decision Making

Demonstrates capacity to analyse and interpret information. Ability to identify key issues, solution oriented and knows when to consult with others to inform decision making.

4. Communication

Actively listens and communicates in a clear manner. Uses a variety of communication methods in a professional way and appropriate to the audience. Can communicate the demands of the task at hand to relevant stakeholders in an engaging and convincing manner, in order to progress a project effectively.

Mandatory Training

The post-holder 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 required.

Salary Scale: Grade IV - €36,658 - €54,789

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

Closing date: Friday 30th October

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

Lisa Higgins, DCU Institute of Education, Dublin City University.

Email: 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/vacancies/current.shtml> (internal applicants)

Applications should be submitted by e-mail with your completed application form to hr.applications@dcu.ie

**Please clearly state the role that you are applying for in your application and email subject line:
Job Ref #BC2203 School Support Administrator**

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.