

Job title: **Administration Assistant** (full-time*)
Location: Educate Together National Office, Dublin 1

**Job-share may be considered for the right applicant(s).*



About Educate Together

Educate Together is an educational charity, school patron and management body supporting a growing network of equality-based primary and second-level schools in Ireland. We advocate for a national education system that is inclusive, democratic, and child-centred. The national office supports 118 schools, as well as families seeking Educate Together schools, with a dedicated team of approximately 17 staff working across school patronage and management, teacher supports and resources, advocacy, governance and fundraising. Educate Together's current Strategic Plan is available here: <https://www.educatetogether.ie/about/2022-2026-strategic-plan/>

Role Overview

The role of Administration Assistant is to provide support to a wide range of functions within the national office. They will work with the administration team, Operations and Systems Manager, Head of Patronage and Services and the wider national office team. This is a varied public-facing role that would suit someone who has strong organisational and communication skills, attention to detail and who wants to contribute to the mission of Educate Together. The role may evolve in time in line with changing needs in the network and the national office.

Benefits of Working for Educate Together

- Opportunity to work with a dynamic and effective team of committed colleagues and make a positive difference in Irish education;
- 35-hour week with some flexible working and a time off in lieu (TOIL) system;
- 26 days annual leave plus 3 concessionary days in December (pro rata if part-time);
- Salary scales include annual increments (subject to satisfactory performance);
- A matched company contribution of up to 5% of annual salary is available (after probation), where employees choose to join a PRSA pension plan;
- A comprehensive Employee Assistance Programme to support staff wellbeing.

Educate Together is an equal-opportunity employer and welcomes applications from people with minority identities and/or backgrounds. We value the diverse backgrounds, perspectives, and skills of our staff. We want to create a workplace where everyone feels respected and valued.

Key Responsibilities

- Provide efficient administration support to colleagues in the national office team
- Communicate with schools, suppliers, partner organisations and members of the public
- Keep accurate records and process online applications through careful data entry

Duties may include:

- Take incoming calls, open post, email, and other communications, and direct queries
- Log and file correspondence and write replies when appropriate
- Send mail to individuals and groups, including mailshots (e.g., via Mailchimp)
- Oversee routine office supplies (paper, pens, etc.) and maintain stock levels
- Provide support for meetings and events, including making bookings (venues, travel, accommodation), sending invitations and helping with organisation and administration
- Enter and update information across systems (e.g., Excel, Garda Vetting Portal, Salesforce, e-learning platforms, website, databases, and email lists)
- Contact schools and boards of management and log information and reports
- Maintain good relationships with member schools, suppliers, advertisers, contractors
- Work carefully with colleagues and directors to arrange signatures of leases, company and charity governance forms and other documentation
- Track invoices and payments; maintain accurate records, files, and data storage
- Act as Garda Vetting Clerk User/Liaison to assist with processing applications

The Administration Assistant will play an active role in the development of the Educate Together national office team and carry out other related duties as required

Person Specification:

The successful candidate will:

- Be able to write clearly and concisely in English
- Have very good interpersonal and communication skills
- Have good IT and data entry skills with very good attention to detail
- Be willing and able to learn to use new systems (experience with CRM databases or other office systems is desirable but not essential)
- Have strong organisational skills, including record keeping and managing information
- Be able to build positive working relationships with colleagues, schools, the Garda National Vetting Bureau, suppliers and other external organisations
- Be able to work independently and as part of a team
- Be flexible and creative and have a positive work attitude
- Be able to prioritise tasks and manage time well
- Demonstrate integrity, accountability and respect for confidentiality in handling sensitive information

- Be interested in education and committed to the values of equality and inclusion

Location

This role is based in Educate Together's national office in Dublin city centre. Some travel to events within Ireland will be required.

Terms and Conditions

This role is placed on the Assistant grade of Educate Together's salary scales. Starting salary will be between €28,280 (A1) and €30,973 (A3) depending on qualifications and experience (pro rata if part-time). A one-year fixed term contract is envisaged initially, but there is potential for this to become a permanent role, depending on organisational needs, performance and funding.

Applications

If you are interested you should send a short email saying why you are suitable for this role, and attach your resume / CV to recruitment@educatetogether.ie by **12:00 on 30th September 2025**.