

Job title: **Administrative Assistant**

(part-time: 3 or 4 days per week)

Location: Educate Together National Office / hybrid

Date: August 2026



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 an 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 around 20 staff working across school patronage and management, teacher supports and resources, advocacy, governance and fundraising.

Role Overview:

The Administration Assistant provides administrative support to a range of functions within the Educate Together national office and reports to the Operations and Systems Manager. This role requires an organised, proactive individual with strong communication and administration skills, a collaborative approach, and a commitment to Educate Together's mission and values.

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
- 3 or 4 day week with potential to work from home on Fridays
- 26 days annual leave plus 3 concessionary days in December (pro-rata)
- 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, and strive to create a workplace where everyone feels respected and valued.

Key Responsibilities

- Provide efficient administrative support to colleagues in the national office

Educate Together

Equity House,

16/17 Upper Ormond Quay, Dublin 7

D07 H7DE

T +353 1 4292500

E info@educatetogether.ie

Company No. 286202

Directors 2026 – 2027

L. Byrne, S. Cassidy, J. Collier,

N. Cullen, D. Duffy, E. Imafidon,

M. Hurley, C. Kelly, E. Lane-Spollen (Chair),

S. Larkin, M. Wallen

www.educatetogether.ie

Registered Charity No. 20033309

- Act as first point of contact for schools, suppliers, partner organisations and members of the public, by phone, email and post
- Maintain accurate records and process online applications through careful data entry across systems (e.g.: Excel, Garda Vetting Portal, Salesforce, e-learning platforms, websites, databases and email lists).

Duties include:

Office Administration:

- Keep the office running smoothly day to day, including tasks such as managing kitchen/communal areas, opening/closing the office, and overseeing office supplies and stock levels
- Organise and maintain hard-copy and digital filing systems, including correspondence, contracts and mailing lists
- Support the tracking of invoices and payments to maintain accurate financial records
- Support colleagues and directors with arranging signatures on leases, governance forms and other documentation.

Events & Meetings:

- Coordinate logistics for meetings and events, including booking venues, meeting rooms, travel and accommodation
- Liaise with caterers and suppliers to ensure catering and other on-the-day requirements are in place
- Manage invitations / RSVPs and provide general organisational support before, during and after events.

Correspondence & Communications:

- Handle incoming calls, post, email and other communications daily, directing queries as appropriate
- Log and file correspondence, information and reports as well as draft replies where appropriate
- Send communications to individuals and groups.

Additional tasks:

- Act as Garda Vetting Clerk User/Liaison, assisting with the processing of vetting applications and answering queries
- Provide first line troubleshooting for office equipment / technology (e.g.: printer, video conferencing set up) and assist with website updates and content maintenance.

Desirable Skills:

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- An aptitude for and interest in technical problem-solving is desirable, as there may be scope to take on additional ownership for certain internal systems over time
- Health & Safety experience (First Aid Response training or Fire Warden) a distinct advantage.

Terms & Conditions:

This role is placed on the Assistant grade of Educate Together's salary scale. The starting full-time equivalent (FTE) salary will be between €28,563 (A1) and €31,283 (A3), depending on qualifications and experience. The salary for this position will be paid on a pro rata basis, reflecting the part-time hours worked.

A one-year fixed term contract is envisaged initially, but there is potential for this to increase in hours and/or become a permanent role, depending on organisational needs, performance and funding.

How to apply: Interested candidates should apply via [this link](#) by 31st of August 2026.

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