Financial Support Services Unit

Appointment of Office Administrator - 2 Positions

The Financial Support Services Unit (FSSU) was established in 2005 and operates under Department of Education (DE) Circulars 60/2017 and 02/2018.

The FSSU is a support mechanism for school management in the Primary, Community & Comprehensive and Voluntary Secondary schools' sectors which enables them to comply with the provisions of the Education Act 1998 in terms of accountability, transparency and financial responsibility for State and other funding.

The FSSU is the responsibility of the Director of the FSSU.

The FSSU is fully funded by the Department of Education through the Secretariat of Secondary Schools Ltd.

The successful candidates will be employees of the Secretariat of Secondary Schools Limited (www.JMB.ie).

The purpose of this recruitment competition is to recruit 2 Office Administrators, who will report to the Director of the FSSU or such person(s) as may have been nominated by the FSSU Director. The positions will be based in Athlone, Co. Westmeath.

1. Role of the FSSU Office Administrator

Reporting to the Director of the FSSU or such person(s) as may have been nominated by the Director, and working with the Team, the Office Administrator will have the following role and will be responsible for the delivery of the following services:

- Provide secretarial and administrative services for the Team
- Deal with telephone, email and other communications
- Ability to provide fluent oral skills and precise written documentation
- Reporting from CRM database and records
- Assist in the preparation of material for FSSU presentations and reports
- Collation of data from surveys and other sources
- Website & social media content update.
- Active involvement in continuous improvement of new systems and processes
- Maintenance of CRM systems.
- Arrange events in both physical and online environments including ability to arrange webinars using online platforms such as MS Teams and GoTo for large groups
- Any other deliverables as determined by the Director

Please note the following:

- The appointed Office Administrators will be based in Athlone, Co. Westmeath. The organisation is currently developing a hybrid working policy
- Travel will be required for attendance at meetings
- The role is permanent to subject to probation period of 9 months extendable to 11 months
- Normal working hours are 9am to 5pm
- The current salary scale is as follows:
  25,339 (485.60) – 26,963 (516.73) – 27,375 (524.63) – 28,181 (540.07) – 29,368 (562.83) - 30,555 (585.56)- 31,740 (608.28) – 32,604 (624.83) – 33,581 (643.56) – 34,717 (665.34) – 35,517 (680.68) – 36,642 (702.22) – 37,760 (723.65) – 39,504 (757.08) – LSI 1 40, 876 (783.36) – LSI 2 41, 504 (795.40)
  This scale is subject to change in line with Public Sector Pay agreements
- The employer provides access to a PRSA that the employee can contribute to
- The position will commence in November 2022
- A panel may be formed to fill any vacancies that arise in this Office Administrator post.

2. Application Process

- The Application Form is available to download from www.fssu.ie
- The closing date for applications is Wednesday 5th October 2022
- A completed Application Form should be returned by email to recruitment@fssu.ie and the email title should include the following: "**Office Administrator Job Application**".
- Shortlisting may apply.
- It is envisaged that interviews will be held the week ending Friday 14th October 2022
- The Secretariat of Secondary Schools Limited is an equal opportunities employer

3. Requirements and Qualifications

The successful candidates must have:

(a) A minimum of 3 years' experience working in an office environment in a similar role
(b) Ability to work remotely
(c) Excellent ICT, organisation and administrative skills
(d) Excellent communication skills, exceptional oral and written communications capabilities
(e) Ability to communicate effectively and comfortably with personnel of all levels
(f) Willingness to be adaptable and have an ability to work on their own initiative
(g) Ability to work within a team environment
(h) Ability to handle multiple tasks simultaneously
(i) Excellent MS office and CRM skills
(j) Experience working with social media, video conferencing and website platforms
(k) Demonstrated experience at event management organisation in both physical and online environments
(l) Experience providing administrative support to other team members
(m) A high degree of discretion and the ability to work with sensitive and confidential data