



College Administrative Officer
(Ref: FT- SAC/03_25)

Post Type: Permanent (Teagasc Subvented)

A panel may be formed from which future similar vacancies may be filled; such a panel will remain active for a maximum period of 6 months.

Location: Salesian Agricultural College, Pallaskenry, Co. Limerick.

Reporting To: College Principal and/or other nominated manager.

Grade/Salary: Technician Grade 1 with a starting salary of €28,612 per annum.

Starting pay will be at the minimum of the scale per Government Circular E100/8/82. Exceptional circumstances may apply for candidates with current or previous service in the public sector (including Teagasc).

The current salary scale is €28,612 to €54,609. Remuneration may be adjusted from time to time in line with Government Policy.

Basic Function: To provide technical support for the running of all educational programmes operated by Salesian Agricultural College.

Main Duties and Responsibilities:

The main responsibilities of the College Administrator will be:

- To work as a team member of the Main Office. Devise new systems as required, improving the efficiency and supportive service.
- Managing the College's GDPR Policy and Compliance in Liaison with the College Principal.
- Managing the College online student application system

- Provide confidential administrative support to the College Principal and staff where necessary in areas such as Safeguarding, Pastoral Care, Health and Safety, accurate maintenance and administration of student records.
- Providing confidential administrative support to the Designated Safeguarding Lead (DSL) & Ethos Assistant Head in relation to safeguarding processes regarding staff training, pupils and the use of Teagasc Quercus
- Maintaining accurate records and providing administrative support in relation to required returns to:
 - ❖ Teagasc
 - ❖ TUS
- Minute taking of:
 - ❖ Staff Meetings
- Continual drive to improve administrative processes across the College administration to ensure the college strives to improve efficiency and accuracy.
- To ensure accurate administration of behaviour and academic management records.
- To deal with queries and provide information to pupils in person, by telephone and by email including the production of references for current and past pupils.
- To assist in the production of class lists, pupil / staff timetables and other staff data
- To provide administrative support to the Admissions Team in relation to the admission process relating to overseas pupils.
- To work as part of the Support Staff Team.
- To assist in the organisation and provision of administrative support to College wide events e.g. open days, graduation and evenings.
- Provide the College Management Team (CMT) with a comprehensive administrative support service.
- To be aware of and comply with College policies and procedures (e.g. Safeguarding, health and safety, data protection, confidentiality) and reporting concerns as appropriate.

** This job specification is intended as a guide to the general range of duties and is intended to be neither definitive nor restrictive. Duties and responsibilities will be reviewed with the post-holder from time to time.*

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Experience / Knowledge	<ul style="list-style-type: none"> ● Experience of working in an office environment. ● Experience of a wide range of administrative functions. 	<ul style="list-style-type: none"> ● Experience of working in a school/college office environment. ● Knowledge of Safeguarding and Data Protection.
Skills, Attributes and Abilities	<ul style="list-style-type: none"> ● Ability to enjoy the challenge of working in a busy Main Office and be able to work collaboratively as part of a team. ● Excellent administrative and organisational skills, and committed to high standards of presentation with attention to detail. ● Ability to communicate effectively, orally and in writing when liaising with parents, teaching and support staff. ● Have the ability to work under pressure and to multi-task, cope with demands, deadlines and interruptions whilst maintaining a professional approach. ● Ability to interpret varying situations and solve problems on a day-to-day basis. ● Ability to deal with sensitive and confidential issues with discretion and confidentiality ● Be committed the supporting the college’s vision, mission and values 	<ul style="list-style-type: none"> ● Have excellent IT skills using a range of software systems, in particular: Excel, Word & Database.

Qualifications and Training	<ul style="list-style-type: none"> • A good level of general education and qualified in the secretarial/administrative skills required for the role 	<ul style="list-style-type: none"> • Recognised qualification in Secretarial Administration
Other Requirements	<ul style="list-style-type: none"> • Willingness to be flexible with working hours to respond to the needs of the school. • Commitment to attend evening meetings and events as required. 	

Note: The 'essential' qualifications, knowledge, skills and behavioural competencies outlined above are 'must-have' which will be used in the selection process.

How to Apply

An application form for this position can be downloaded from www.salesianag.ie

Completed application forms should be TYPED, saved in PDF format and submitted by email to recruit@pallaskenry.ie no later than **5.00pm on Wednesday 23rd April 2025**. Applications received after this time will not be considered.

Please state relevant reference code in all correspondence. Salesian Agricultural College is an equal opportunities employer.

As part of Salesian Agricultural College Gender and Diversity strategies, Salesian Agricultural College welcomes a balanced pool of applicants.