
ROLE PROFILE

ADMINISTRATIVE ASSISTANT

The Successful Candidate:

Is a person who is committed to excellence in all aspects of the role.

- Is a person of faith, committed to the vision of Catholic education as expressed in the CEIST Charter.
- Possesses appreciation and support for the mission, vision and values of CEIST
- Has excellent communication (both written and oral) and interpersonal skills
- Is able to demonstrate an outstanding level of administrative and organisational skills, including evidence of managing complex workloads and successfully completing concurrent tasks with high quality output to strict, challenging and often conflicting deadlines.
- A knowledge of Sage 50 would be beneficial.
- Confidentiality, excellent time management skills, the ability to plan and prioritise work and meet deadlines with accuracy and attention to detail across varying services is needed.
- Has excellent IT skills including advanced knowledge of MS Office (particularly Word and Excel), file management, with a demonstrated ability to learn and use new information systems effectively.
- The ability to work independently within set parameters.
- An excellent record of working within a team and prioritising workflows in this context.
- An ability to liaise effectively with staff and school communities and maintain good working relationships with both internal and external colleagues.
- A flexible approach to work, including occasionally being available outside of standard working hours, in order to deliver an efficient, welcoming and seamless service in the context of a frontline position.

APPOINTMENT:

- This is a full time post. The probationary period will be six months during which time the postholder's performance will be subject to ongoing review.
- The range of duties will evolve and develop during the course of the contract and will require flexibility in disposition and ability.

CEIST Education Office

Summit House, Embassy Office Park, Kill, Co. Kildare, W91 VK0T. Phone +353 (0)1 6510350 www.ceist.ie, info@ceist.ie

Paul McEvoy, Acting Chairperson, Msgr. Gearóid Dullea, Margaret Farrell, RSM, Anne McDonnell,

Donal Cronin, Andrew O'Leary, Maria O'Rourke, Sally Anne Sherry, Rev. Dr Tomás Surlis, Marie Wall PBVM, Maeve Mahon CEO

RESPONSIBILITIES OF ADMINISTRATIVE ASSISTANT:

- Managing correspondence, scheduling, and document preparation
- Coordinating meetings, agendas, and minutes
- Supporting internal reporting, data entry, and filing systems on CRM & SharePoint
- Acting as a professional point of contact internally and externally
- Managing CEO's Calendar

The Postholder shall undertake such other reasonable & lawful duties as may be directed from time to time by the CEO. The range of duties will evolve and develop during the course of the contract and will require flexibility in disposition and ability.

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