

ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

Role Context

The Honorable Society of King's Inns is seeking an Administrative Assistant to support the Registrar's Office in delivering high-quality education administration. The role will involve student administration, examinations and assessments, records management, committee support, quality assurance administration and clear communication with students and prospective students.

Reporting to the Registrar, the postholder will work as part of a collaborative team and contribute to well-organised, student-focused administrative processes in a busy education environment.

Job Title and Reporting Line

Job Title	Administrative Assistant
Reporting to	Registrar
Location	Honorable Society of King's Inns, Henrietta Street, Dublin 1
Salary	€36,000 - €40,000 per annum (DOE)

Purpose of the Role

The Administrative Assistant will support the effective operation of the Registrar's Office.

Key Responsibilities

- Support student applications, registration, records and the Student Management Information System.
- Respond to student and prospective student enquiries in a clear, professional and timely manner, and assist with agreed student support administration.
- Assist with examinations and assessments, including records, results, deferrals, reassessments, appeals, reasonable accommodations and related correspondence.
- Support external examiner administration, including documentation, schedules, reports, communications and follow-up actions.
- Provide administrative and committee support, including agendas, papers, minutes, action logs and follow-up correspondence.
- Maintain accurate records and support GDPR-compliant records management and data retention.
- Support quality assurance and enhancement work, including evidence folders, action trackers, reports, programme review documentation and preparation for external reviews or accreditation processes.
- Assist with reporting, data collation and management information for the Registrar's Office.
- Undertake other appropriate duties as required to support the work of King's Inns.

Working Relationships

The Administrative Assistant will work closely with the Registrar and colleagues involved in education delivery, student records, examinations, assessments, external examiners, reasonable accommodations, committees, learner support and institutional administration.

Person Specification

Essential

- A relevant third level qualification
 - Relevant administrative experience, ideally in education, professional education, records management, examinations, student support, committee support or a regulated environment.
 - Strong IT skills, including Microsoft Office, particularly Excel, and confidence working with databases or student information systems.
 - Excellent written and oral communication skills, with a professional and student-focused approach.
 - Strong organisational skills, attention to detail and the ability to manage deadlines, records, enquiries and competing priorities.
 - Ability to work well as part of a team, use initiative and handle confidential information with care.
 - A flexible, positive and service-oriented approach to supporting students, the Registrar's Office and King's Inns.
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Desirable

- Experience in higher education, professional education or legal education.
 - Experience supporting examinations, assessments, student casework, reasonable accommodations, external examiners, committees or quality assurance processes.
 - Knowledge of GDPR, records retention and good administrative practice.
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Key Competencies

- Organisation and accuracy.
 - Clear and professional communication.
 - Teamwork and initiative.
 - Confidentiality and good judgement.
 - Service orientation and continuous improvement.
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Terms and Conditions

Salary: €36,000 - €40,000 per annum depending on experience. Working hours, probation, annual leave and other terms and conditions will be in accordance with King's Inns policies and the terms agreed on appointment.