

# PA/ADMINISTRATIVE ASSISTANT TO THE DEAN ROLE SPECIFICATION

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## Role Overview

**Job title: PA/Administrative Assistant to the Dean**

**Salary: €35,000 per annum**

**Hours: 35 hours per week.**

**Reporting to the Dean**

**Location: Henrietta Street, Dublin 1, DOI KF59 (Free staff parking available)**

**This is a fixed term contract to cover a career break.**

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## About Us

The Honorable Society of King's Inns (King's Inns), established in 1541, is Ireland's Oldest School of Law and one of Ireland's significant historical environments.

Today, King's Inns is an independent educational institution renowned for professional legal education and training. King's Inns is the Irish 'Inn of Court', training and admitting legal professionals who wish to be awarded the degree of Barrister-at-Law necessary to be called to the bar by the Chief Justice of Ireland. As well as educating future and qualified barristers, the school extends its reach to a diverse community of people from legal and non-legal backgrounds offering a range of accessible part-time courses in specialist areas of the law.

Our reputation is international, and eminent graduates include former Presidents of Ireland, Taoisigh, politicians, leading academics, many leaders, and advocates across other professions, and, of course, judges and barristers in practice throughout the English-speaking world. King's Inns history is significant with a diverse legal and cultural heritage and a Library that houses over 110,000 volumes. We actively preserve and showcase our heritage and magnificent architecture through the many cultural and arts projects we operate.

*Our mission* is to excel in the provision of both professional and academic legal education and training, and to develop and nurture lifelong relationships with our entire membership.

Our Vision is to further develop King's Inns as a modern twenty-first century institution, which is a centre of excellence in the provision of legal education and training, and to have a value and significance for its membership who promote the importance of the rule of law in a modern democracy.

Governed by our Trustees and members of Council, King's Inns is a registered charity.

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## Role Details

Reporting to the Dean, you will be a member of King's Inns staff contributing through teamwork to carrying out the activities of the Society. You will mainly support the Dean by acting as PA to the Dean and delivering administration functions that support the Office of the Dean and strategy of the King's Inns. This post requires flexibility as some work is required outside normal office hours (e.g. early mornings, evenings and weekends) during academic terms. You will have a positive, committed, and co-operative nature and a willingness to get involved in implementing innovative solutions in a historic institution which is enhancing its education and member services.

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## Key Responsibilities

- Support the Dean in the administration and upholding of the Dean's Office, which will require dealing with a range of stakeholders and information.
- Supporting the Dean in the preparation of a range of academic documentation, including academic references and appeals, committee reports.
- Providing administrative support in connection with Dean's attendance at
- Committees, including the preparation of agendas, papers and meeting notes.
- Manage incoming and outgoing correspondence to the Dean.
- Verification of tutor/lecturer/guest speaker payments submissions.
- Building and maintaining relationships with external tutors and lecturers.
- Supporting the Dean in preparation and delivery of introductory/welcome and induction programmes and materials for incoming teaching staff and student cohorts.
- Liaising with the student society, the LSDSI, the Member Relations Officer on members' activities.
- Liaising with relevant coordinators to ensure that the Mooting and Debating calendars and programmes sync with the academic calendar.
- Supporting the management of student and tutor feedback on courses and course delivery.
- Assisting with the preparation and submission of documentation relating to accreditation.
- Assist the Dean in managing their diary and organising meetings.
- In consultation with the Dean, deal with queries whether written or verbal and respond appropriately in a timely and professional manner.
- Manage information/data sharing and retention in accordance with GDPR.
- requirements and King's Inns policies. Maintain confidentiality of data.
- Liaise with Facilities to ensure appropriate room set-up.
- Provide cover for Front of House/Reception staff when required.
- Be flexible, adaptable, and available to take on other tasks or duties as required.

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## Requirements, Skills, and Attributes

- At least 3 years' relevant work experience in a similar role.
- Strong knowledge and use of MS office skills.
- Demonstrates strong decision making, judgment, and problem-solving skills.
- Strong organisational and planning skills.
- Demonstrates attention to detail and accuracy and ability to co-ordinate administrative requirements.
- The ability to work on own initiative and as part of a team.
- Capacity to take ownership of tasks and determination to see them through to a satisfactory conclusion.
- Excellent verbal and written communication skills.
- Demonstrates high level of confidentiality and discretion.
- Ensure that customer service is at the heart of everything they do.
- Live in Ireland and have the right to work in Ireland.

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## Desirable

- Recognised secretarial/office administration qualification.
- Experience working in an educational environment.

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## How to Apply

Applicants should apply in writing, enclosing a CV and a cover letter setting out why they are suitable for the role. Please email **Karen McGregor** at Gilligan Black Recruitment Agency: [karen.mcgregor@gilliganblack.ie](mailto:karen.mcgregor@gilliganblack.ie).

Interviews of shortlisted applicants will be in-person at King's Inns.

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## Data Protection

King's Inns will treat all the information including personal data which you give as confidential, subject to the Data Protection Acts. Our Data Protection Statement can be found on our website [here](#).