

ADMINISTRATIVE ASSISTANT– ROLE SPECIFICATION

Role Overview

Job title: Administrative Assistant

Salary: DOE

Contract: Full time permanent

Hours: 35 hours per week (Flexible working arrangements apply in accordance with requirements, some Saturdays, evenings and early mornings will be required over the course of the year)

Reporting to: the Dean or the Dean's designated nominee

Location: Henrietta Street, Dublin 1, DOI KF59.

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

www.kingsinns.ie

ROLE DETAILS

The office of the Dean has overall responsibility for course delivery, course development, and academic matters related to courses, staff and students.

The role of Administrative Assistant is of key importance in the delivery of core processes to ensure our educational courses and all related activities are managed to a high standard. The role supports teaching and other staff and facilitates student-centric service delivery by the organisation, as well as assisting the office of the Dean in assuring high standards in educational delivery. The role will require completion of a wide range of administrative tasks to include payroll management, HR administration and student record management in assisting the overall activities of the office of the Dean.

The successful candidate will have a positive, committed, and a willingness to cooperate in implementing innovative solutions in a historic institution which is enhancing its education and member services.

You will support the Dean's office in carrying out its functions and responsibilities. You will work with the assistance of direction from the Dean or the Dean's delegated nominee in supporting a small team in managing and implementing education delivery services and registration activities.

Key Responsibilities

- Responding to student queries in a timely and courteous manner;
- Managing tutor and lecturer time sheets, prepare monthly payroll submission to Finance for all courses
- Liaising with HR and Finance to ensure that all new employees have been onboarded and all necessary documentation has been approved to ensure that EE can be added to payroll
- Reviewing enrolled and active students with Finance as part of student fee audits
- Ensuring that student records are maintained on all student management systems as instructed
- Maintaining and monitoring student attendance records and implementing follow up actions as per King's Inns procedures
- Responding to queries from tutors, guest speakers and other lecturers in a timely and courteous manner;
- Escalating / referring queries to other members of staff where necessary;
- Tracking and recording hours worked by teaching staff on a weekly basis and reporting this data forward to appropriate colleagues;
- Tracking & checking payroll data and submitting returns to payroll;
- Checking and confirming Tutor/lecturers teaching sessions for payroll purposes

- Dealing with invoices / fee requests received by the Dean's Office;
- Formatting course and other School materials in line with King's Inns house style and branding;
- Communicating with guest and other lecturers as required;
- Spot checking completion of lecture recordings as required;
- Managing live classroom sessions as required, including the use of e-learning software and the provision of other technical assistance
- General management of course materials, including uploading of materials to Moodle;
- Regular checking and oversight of subject areas of Moodle, including annual deletion of old materials;
- Publishing assessments on Moodle when required;
- General work related to assessments when required, e.g., checking that all candidates have submitted work to the appropriate platforms, following up with internal examiners on marking progress, etc.;
- Deletion of old lecture materials from King's Inns system, including deletion of lectures from the e-learning software cloud;
- Management and use of Moodle and Turnitin accounts for courses, including flagging of assessments with high similarity indexes to the subject matter examiner(s);
- Track and follow up on submission of assignments in accordance with King's Inns procedures
- Providing administrative support in connection with Dean's attendance at Committees, including the preparation of agendas, papers, and meeting notes;
- Managing data retention and deletion in accordance with GDPR requirements and King's Inns policies;
- Providing cover for Front of House/Reception staff when required;
- Being flexible, adaptable, and available to take on other tasks or duties as required from time to time.

Requirements, Skills, and Attributes

- At least 2 years' work experience in a similar role;
- A third level (Level 8) honours degree in any discipline OR commensurate experience in relevant similar roles;
- Excellent IT skills, including use of all features of MS Office (particularly MS Word, Excel, Outlook, Teams and PowerPoint);
- Ability to collate, present and report information clearly using house style templates;
- A can-do attitude with commitment to excellent service provision;

- Excellent written and oral communications skills with the ability to tailor communication skills to different stakeholders;
- Capacity to carry out all work with confidentiality and sensitivity;
- A willingness to learn and develop their skills;
- Ability to work on own initiative and as part of a team;
- Strong decision making and problem-solving skills;
- Capacity to take ownership of tasks and determination to see them through to a satisfactory conclusion;
- Excellent attention to detail;
- Ensures that customer service is at the heart of everything they do;
- Live in Ireland and have the right to work in Ireland.

Desirable

- Experience of working in an educational environment and / or a legal environment.

King's Inns is an Equal Opportunities Employer.

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](#).