



Office Manager Role Description

iScoil is an online learning service that offers learning opportunities and accreditation to young people aged 13-16 years who are not in mainstream education. Students are referred to iScoil from Tusla, the Educational Welfare Service. Since 2009, with the support of the Presentation Sisters, iScoil has been to the forefront in designing and implementing a range of innovative learner-centred programmes informed by research and evidence-based good practice.

We believe that with improved connectivity and learning tools, there is an opportunity to redesign approaches to learning. To date, iScoil has pioneered new approaches to digital learning content, teaching approaches and assessment and the CEO and Board of Directors are keen to continue this ethos of development into the future.

iScoil aims to:

- Engage young people in learning
- Build confidence and self esteem
- Offer accreditation opportunities
- Support progression to further education and employment

Please go to our website for more information: iScoil.ie

Responsible to: CEO

Key Relationships with: CEO, Programme Manager, Head of Learning, Learning Technologist, Mentors, Tutors

Primary Purpose

The Office Manager is primarily responsible for supporting the delivery of iScoil's learning programme. This involves coordinating student administrative procedures, managing accounts, and general office management. At iScoil, we have a committed and energetic team with an established standard of good practice in delivering flexible, personalised, and innovative online learning programmes. It is envisaged the successful candidate will lead a culture of organisational excellence across all aspects of our work. If you understand the value of innovative approaches to engage young people in learning this is a great opportunity to develop your skills and contribute to a unique and award winning educational programme.

The Office Manager has responsibility for the following aspects of iScoil:

- Student administration
- General office management
- Updating and maintaining student records and standards of practice across our CRM and VLE
- Supporting new approaches to enhance student engagement and progression
- Profile raising and gathering impact data
- Contributing to promotions and fundraising strategy
- Providing information, case studies and statistics for reports, funding applications and promotional purposes

- Working with Central Team to identify areas for efficiencies and growth
- Maintaining accounts, reconciliations, and standing orders in line with internal financial controls
- Liaising with payroll company
- Reviewing and processing expense claims in line with company policy
- Maintaining accurate financial records
- Developing, implementing and updating office policies and procedures

General Duties

- Prepare monthly management accounts
- Lead operational procedures relating to students, including enrolment packs, student certificates of achievement, and general office administration
- Participate in central team meetings with a focus on student engagement, collaboration and operational support
- Develop iScoil's public profile, including representation at public events and formal meetings

Person Specifications

Qualifications

- Relevant third level qualification

Experience and Competencies

- Previous experience in the educational NGO, voluntary or community sector
- A knowledge of educational disadvantage and the factors associated with early school leaving
- Ability to build relationships with young people, parents, and key stakeholders
- Highly numerate, strong analytical skills with excellent attention to detail
- Previous experience with payroll packages and management accounts
- Excellent technical skills and experience using CRM (Salesforce)
- Excellent writing, communication, planning, and organisational skills
- Excellent collaboration and teamwork skills with ability to take initiative and work independently
- Ability to be flexible and respond to change and new initiatives as the need arises
- Commitment to the ethos and culture of iScoil

Terms and Conditions

Contract: Duration will be 1 year subject to organisation funding. Appointment to the role is subject to Garda Vetting.

Location: The position is based in Acorn Centre, Blackpitts, Dublin 8

Deadline for application: 5pm Friday 18th October 2019

Applications: By CV and cover letter to recruitment@iscoil.ie. Interviews are scheduled to take place the week beginning 28th October 2019.

iScoil is an equal opportunities employer