

ADVERT ID 128351

General

ISCOIL LTD

Acorn Centre Warrenmount Blackpitts Dublin 8 D08W2X8
<https://www.iscoil.ie>



MAIN DETAILS

Status: Deactivated
Level: Other Education
Date Posted: Thu Oct 3 2019 09:59:35
Application Closing Date: Fri Oct 18 2019
Status of Post: Other
Number of Vacancies: 1

POST DETAILS

Title: iScoil Office Manager

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](https://www.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.

See attached job descriptor for full role information.

Please apply with CV and cover letter to recruitment@iscoil.ie

APPLICATION REQUIREMENTS

- Letter of Application
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Apply To: Acorn Centre Warrenmount
Blackpitts
Dublin 8
D08W2X8

County: Dublin

Postal District: Dublin 14

Enquiries To: recruitment@iscoil.ie
014537570

Website: <https://www.iscoil.ie>

Further Information: <https://www.iscoil.ie/recruitment>

Application Form: [iScoil Office Manager Job Descriptor.pdf](#)

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