

ADVERT ID 244246

## General

### NABMSE

Kildare Education Centre Friary Rd Kildare R51KN66

<http://www.nabmse.ie>

### MAIN DETAILS

**Status:** Active  
**Level:** Other Education  
**Date Posted:** Fri Sep 5 2025  
**Application Closing Date:** Fri Sep 19 2025  
**Commencement Date:** Mon Nov 3 2025  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 1

### POST DETAILS

**Title:**

Office Administrator-Fulltime, 37hrs pw

**Description:**

Join Our Committed Team

The National Association of Boards of Management in Special Education (NABMSE) has been supporting Boards of Management in Special Education for over 50 years. We have over 300 School Boards of Management in membership, including most special schools and mainstream schools at primary and post primary level. Our schools work with and support students with Special Educational Needs from 4 - 18 years old. Access to education, and the wellbeing of our pupils is the core focus for everyone NABMSE.

Reporting to the General Secretary, you work to provide general office administration and support. You will be the first point of contact for the organisation, dealing with phone calls, emails and other queries. Other elements of the role include:

- ? Participating in data management both on CRM and CMS
- ? Maintaining and updating the organisation's accounts
- ? Support the ongoing operation and development of the organisation's website
- ? Leading membership drive and processing membership data
- ? Supporting the organisation of NABMSE events; AGM, annual conferences etc
- ? Preparing reports for monthly meetings of the Board of Trustees
- ? Manage social media accounts i.e. Twitter, LinkedIn

Previous experience in a similar role is an advantage

The ideal candidate will:

- ? Be proficient in MSOffice Suite
  - ? Have experience in processing invoices/payments/grants online
  - ? Have excellent oral and written communication skills
  - ? Be comfortable working in a team, but will also work using own initiative
  - ? Be highly organised with good attention to detail
  - ? Have a strong commitment to delivering an excellent service to our members
  - ? Be open to further training and upskilling opportunities offered by the organisation
- NABMSE is an equal opportunities employer and is committed to creating a diverse working environment.

### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email
- Post

#### APPLY TO THIS JOB VACANCY

**Apply To:** General Secretary,  
NABMSE  
Kildare Education Centre  
Friary Rd  
Kildare  
R51KN66

**County:** Kildare

**Enquiries To:** [gensec@nabmse.ie](mailto:gensec@nabmse.ie)

**Website:** <http://www.nabmse.ie>

**Further Information:** <https://www.nabmse.ie>

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