

ADVERT ID 246725

General

West Cork Education Suuport Centre

The Square Dunmanway -

<https://www.westcorkeducationcentre.ie/>

MAIN DETAILS

Status:	Active
Level:	Other Education
Date Posted:	Tue Nov 18 2025
Application Closing Date:	Tue Dec 2 2025
Commencement Date:	Mon Jan 5 2026
Status of Post:	Part-Time
Number of Vacancies:	1

POST DETAILS

Title:

Office Administrator – Grade 3

Description:

Office Administrator: Grade 3 ETB (3 days per week)

Sample duties but not restricted to the following:

Communications and Public Relations

- Ensure all sections of the website are current and up to date
- Ensure all Centre displays are refreshed regularly, including signage etc.
- Social Media – posting on Instagram, X and Facebook, updating and reposting
- Reception Duties: meeting visitors, directing course participants to their rooms, dealing with tutor queries and needs.
- Telephone queries: dealing with queries and responding to same

Compliance and Policy

- Implement Centre policies and procedures
- Assist with Freedom of Information Requests
- Comply with GDPR and Health and Safety procedures

Administration

- Support Education Support Centre operations including bookings and projects
- Data entry and management
- IT trouble shooting
- Creating advertising flyers and posters for courses using 'Canva' graphic design platform
- Administration duties relating to the day-to-day running of the Centre
- Assisting with Accounting procedures, inputting and paying invoices, responding to requests from the Department of Education, filing, raising sales invoices etc.

Operations and Office Management

- Maintaining records and up-to-date data bases of schools etc.
- Dealing with any queries that may arise

Skills necessary

- Proficiency in MS Word, Excel, Outlook, Google Docs. etc. Knowledge of 'Canva' graphic design platform an advantage. Familiarity with social media sites: Facebook, Instagram and X
- Database management: Experience with data input, retrieval and analysis from internal systems
- Familiarity with online storage systems, server etc.
- Digital filing systems: Organising and maintaining digital files
- Problem solving and decision making abilities
- Proficient in typing and managing multiple tasks and deadlines effectively and efficiently

- Attention to detail: Ensuring accuracy in all work outputs, including spelling, grammar and composition of emails/social media posts
- Flexibility and adaptability: Ability to respond to changing work practices and procedures
- Discretion, Confidentiality and Trustworthiness
- Excellent interpersonal skills
- Ability to work as a team member

Garda Vetting required

APPLICATION REQUIREMENTS

- Application Form

Applications may be submitted by

APPLY TO THIS JOB VACANCY

Apply To:	recruitment@westcorkeducationcentre.ie
County:	Cork
Enquiries To:	info@westcorkeducationcentre.ie
Website:	https://www.westcorkeducationcentre.ie/
Further Information:	https://www.westcorkeducationcentre.ie/foluntais.html
Application Form:	Application form for Administrator position_EN_GA.pdf

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