

DIOCESE OF LIMERICK/ ST. SENAN'S EDUCATION OFFICE

VACANCY FOR OFFICE ASSISTANT

One-year (minimum) fixed-term full-time contract

The successful candidate will work between (a) the Reception/Administrative function of Limerick Diocese and (b) St. Senan's Education Office.

(a) The Diocesan Office is the hub for the sixty parishes of the Roman Catholic Diocese of Limerick.

(b) St. Senan's Education Office serves the Patrons and Boards of Management of Catholic Primary Schools in the Catholic Archdiocese of Cashel & Emly and the Dioceses of Limerick, Kerry and Killaloe.

In both instances, the post holder will be the first point of contact in person, on telephone and office email in this busy office environment. This is an exciting opportunity for the right person.

Essential Requirements for the post
<ul style="list-style-type: none">• Relevant qualification and demonstrable experience in Administration/Reception/Customer Service• Openness to work collaboratively with a range of stakeholders within and outside the Diocese• Excellent organisational skills• Ability to work on own initiative and as part of a team• Strong administrative skills with demonstrable experience in MS Office suite and SharePoint.• Ability to work in a busy environment with changing priorities• Professionalism and confidentiality• Excellent oral and written interpersonal and communication skills• Flexible attitude and willingness to initiate and respond to emerging requirements
Special requirements
<ul style="list-style-type: none">• Respect for the teachings of the Catholic Church

Completed application form to be returned email to: recruitment@limerickdiocese.org by **5.00 pm on Friday, 29th April 2022**

Shortlisting will apply in respect of this position. A panel may be formed from the recruitment process that will expire after six months. Please note that incomplete or late applications will not be considered.

JOB DESCRIPTION

Position/Title:	Office Assistant, Diocese of Limerick/St Senan's Education Office
Summary of the Service	First point of contact for visitors to the Diocesan Centre/St. Senan's Education Office. Telephone queries, call transfers, queries from the public and school communities, day to day administrative support including preparation of correspondence/emails, filing and scanning documents and preparing mailshots. Room bookings and preparation of meeting rooms.
Location:	Limerick Diocesan Centre, St. Munchin's, Corbally, Limerick.
Reporting to:	Diocesan and St. Senan's Office Managers.
Terms and conditions of employment:	This is a full-time, fixed term contract (minimum one-year). Salary is commensurate with experience. The position is based on a 35 hour working week. Normal office hours 9.00 am to 5.00 pm
Main Duties	<ul style="list-style-type: none"> • Provision of administrative and secretarial support as part of a wider team supporting the Diocesan Centre and St. Senan's Education Office • Answering, forwarding, and screening phone calls in a professional manner. • Dealing with sensitive and difficult calls effectively, escalating issues to appropriate staff • Maintaining websites, diaries and arranging appointments and booking systems • Arranging and booking venues and materials for meetings and training programmes both in person and remotely • Creating, maintaining, and processing database information • Sorting and distributing mail • Maintaining effective filing and archiving in accordance with policy • Maintaining good professional relations and service excellence with staff, clergy, teachers and other visitors • Compliance and engagement with Diocesan policies and procedures • Operation of clean desk policy • Any other duties as may arise from time to time
Essential Requirements	<ul style="list-style-type: none"> • Relevant qualification and demonstrable experience in Administration, Reception/Customer Service • Openness to work collaboratively with a range of stakeholders within and outside the Diocese • Excellent organisational skills • Ability to work on own initiative and as part of a team • Strong administrative skills with demonstrable experience in MS Office suite and SharePoint • Ability to work in a busy environment with changing priorities • Professionalism and confidentiality • Excellent oral and written interpersonal and communication skills • Flexible attitude and willingness to initiate and respond to emerging requirements
	Special requirements
	<ul style="list-style-type: none"> • Respect for the teachings of the Catholic Church

APPLICATION FORM

Job Title Office Assistant, Diocese of Limerick /St Senan's Education Office
Location Diocesan Centre, St Munchin's, Corbally Limerick
Closing Date for Application Friday, 29th April 2022

PERSONAL DETAILS

Surname	
Title	
Forename(s)	
Address	
Eircode	
E-mail	
Tel. No.	
Mobile	
Current Salary	
Where did you hear about this post?	

Statement of suitability

(Please provide a detailed statement of why you think your skills and experience are suitable for this role, **max 300 words**)

Describe the skills & experience you possess in the following areas that would enable you to fulfil the role as described in the job description as fully as possible

Evidence of organisational and planning skills

Experience of working on own initiative/ as a member of a team

Experience of MS Office packages

Experience of customer relations/reception

Use of databases and evidence of attention to detail

Employment Record

Please list brief particulars of the positions you held and experiences you obtained. Start with your present or most recent employer. Provide reasons for any gaps in your employment. (You may wish to submit this information in a sealed envelope with your name and marked "Confidential").

Dates		Employers Name, Location and type of Business	Duties, Status and Nature of Work	Reason for Leaving
From	To			

Educational Background

University/ College	From	To	Courses and Results
Further Education and Formal Training	From	To	Courses and Results
School	From	To	Examinations and Results

ADDITIONAL INFORMATION

Please use this space to indicate any additional information which you feel may be helpful in assessing your suitability for the position

REFERENCES

Please include details of your current/most recent employer and two other referees, one of whom should be a character reference. Referees must not be related to you. Referees will not be contacted prior to interview.

Name and Position of Referee	Capacity in which known to Referee	Address, email and telephone number

Are you an Irish citizen or national of any EU country?

Yes No

Do you need a work permit to work in Ireland?

Yes No

DECLARATION

To the best of my knowledge and belief, the replies given to the questions on this application form are true and I have disclosed all information which I consider relevant. I hereby declare that there is no reason rendering me unsuitable to work with children or vulnerable adults. I understand that appointment will be subject to references, medical and satisfactory Garda vetting as applicable. If I accept an offer of employment and any of the information is subsequently found to be incorrect, my employment may be terminated.

Signature of Applicant:

Date:

Please complete all parts of this form and return by email to recruitment@limerickdiocese.org clearly marking the application Office Assistant, Diocese of Limerick/ St Senan's Education Office **by 5.00 pm on Friday, 29th April 2022**