



Role Profile

A. Details

Position:	Creative Schools Assistant
Grade	Clerical officer (CO)
Whole time equivalent	1 FTE (37 hours per week)
Reports to:	Programme Manager, Creative Schools
Duration:	18 month FTC

B. Overview and Purpose

The Creative Schools Assistant will provide key clerical and administrative support within the Creative Schools team, in line with Creative Schools project plans. The role is temporary and for a specified purpose. The Creative Schools Assistant will be a member of a small team, reporting to the Creative Schools Manager and working closely with the entire Creative Schools team and Project Leads.

C. Key Functions/Responsibility Areas *(including but not limited to)*

- **Provide administrative support and assistance** to the Creative Schools team including: the management of correspondence, phone calls and emails; the planning, organisation and minuting of meetings; ensuring records and files are accurate and up to date; preparing itineraries and organising travel; supporting the team in collation and dissemination of information; support for and attendance at internal and external events where required (including some travel outside of Dublin); maintenance and regular updating of project data including stakeholder contact information.
- Processing payments to schools participating in the Creative Schools' initiative. Other related tasks might include updating payment guides and other materials for schools.
- Support the Creative Schools Managers with the process for **selection and engagement of Creative Associates**.
- Assist the Creative Schools Managers with **induction support for Creative Associates** including all administrative tasks associated with their induction and training programme.
- Support and assist the Creative Schools Managers with the co-ordination and administration of **training days for Creative Schools** – tasks may include booking venues (internal and external) organising equipment and catering, inviting and tracking participants' attendance, preparing training materials and resources.



- Assist the Creative Schools Officer with the maintenance of the **Creative Schools webpages** ensuring that all information is accurate and up-to-date.
- **Working with and supporting the Creative Schools team** in the achievement of other elements of Creative Schools project plans, as required.
- The maintenance of appropriate **records** in line with Arts Council guidelines.

D. Key qualifications, skills and experience required

- A minimum of one to two years' experience in a similar role
- A proven record of excellent administration, including record keeping and filing and a strong attention to detail
- Ability to prioritise and process work
- Strong ICT skills and ability, ideally to include MS Office, in particular Outlook, Word and Excel.
- Flexible and enthusiastic in the context of a busy and demanding workplace
- An ability to anticipate needs, to work effectively as a member of a team and to work on her/his own initiative
- Excellent customer focus, verbal and written communications skills and the ability to be confident dealing with both internal and external customers
- Discretion and diplomacy required
- A demonstrated commitment and ability to contribute positively to the team and to effective ways of working
- A commitment to high standards of public service
- Ideally have Irish language, verbal and written skills, although this is not a prerequisite for the role