



Preparing the SPACE reports for DoPA&C to complete.

Preparing the ECA reports through the SIMS platform.

Manning the Reception Office for 1 lunchtime per week on a rota basis, 1-2pm.

Administering any additional IT systems that support the Performing Arts and Culture department.

Organising Performing Arts and Culture photos, trophy engraving, early/packed lunch and special dinner provision where required.

The above main duties are not exclusive and may vary at the discretion of the Director of Performing Arts and Culture without changing the character of the job or level of the responsibility.

### **Essential Skills:**

Familiarity and skill with MS Office products, Outlook, Word, Excel, PowerPoint.

Strong effective communicator. Excellent written and oral communication skills

Experience of data entry and office organisation.

Strong networking skills, ability to positively engage with Parents and School staff.

Ability to relate well with children and young people, maintaining appropriate boundaries.

Proven relationship and client management.

Experience working in a flexible environment.

Demonstrated teamwork skills.

Demonstrated ability to prioritise activities and effectively manage stakeholder requests.

Demonstrated ability in process improvement procedures.

Ability to work under work to deadlines and under time pressure.

### **Education and Qualifications:**

The successful candidate is likely to have at least 3 years of experience in Operations, Administration and Office skills with a background in Performance Arts or Event Management an advantage.

### **CHILD PROTECTION:**

This post is subject to acceptable references and clearance from the Garda Vetting Bureau for our pupils.