



Oide

Tacú leis an bhFoghlaim
Ghairmiúil i measc Ceannairí
Scoile agus Múinteoirí

Supporting the Professional
Learning of School Leaders
and Teachers



Job Description for the Role of

Administrator (Grade III)

Fixed-Term (12 months)

1. Overview

Oide is a cross-sectoral teacher professional learning support service under the remit of the Teacher Professional Learning (TPL) Section of the Department of Education and Youth (DEY) which offers professional development support to primary and post-primary school leaders and teachers in Ireland.

Oide's purpose is to support the professional learning of school leaders and teachers in Ireland through the development of high quality innovative and responsive learning opportunities that enable teachers and school leaders to better meet the educational needs of all learners. The Support service is organised into 9 Divisions.

Monaghan Education Support Centre (MESc) is one of twenty-one full-time Education Support Centres, constituted under Section 37 of the Education Act (1998). Monaghan Esc' remit is to provide support for teachers, schools, principals and Boards of Management in counties Monaghan and Cavan. As part of this role, MESc is the administrative host for Oide, the DEY funded support service. The person appointed will be an employee of Oide's administrative host, Monaghan Education Support Centre.

The Administrator will work as a member of the Oide Administration team working directly with the Oide Administration team and reporting to the Oide Head of Administration as their line manager. As an employee of Monaghan Education Support Centre, the successful candidate will also report regularly to the Director of Monaghan Education Support Centre.

2. Job Description

The role of administrator (Grade III) with Oide will typically include the following duties:

- Fulfilling administrative tasks in relation to the scheduling and delivery of Teacher Professional Learning events on behalf of Oide
- Data Entry and record updating on the Oide Data Management System in relation to event bookings
- Assisting with the organisation and deployment of Oide printing and stationary requests
- Assisting with the processing of Oide Travel and Subsistence expense claims and invoices as required
- Contributing to the administration duties of the finance, procurement and purchasing team in Oide.
- Contribution to the development of Standard Operating Procedures and Policies
- Assisting with human resources (HR) administrative tasks as required
- Managing phone calls, emails, and other forms of written correspondence
- Collaborate with other members of the Oide Administration teams and administration staff in Education Support Centres as required
- Identify process improvements to enhance efficiency and accuracy
- Other duties as required by the Oide Head of Administration and the Director of Monaghan Education Support Centre

The above statements are intended to illustrate the common nature of the level of work assigned to this role. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified.

3. Range of knowledge, experience and skills

The successful candidate(s) will have a professional standard of oral and written English along with the essential qualifications listed below.

Essential Requirements

- Leaving Certificate or equivalent qualification is essential.
- A minimum of one year's working experience in a relevant administration role
- Strong communication skills
- Excellent Computer skills including proficiency in Microsoft Office applications, particularly Word, Excel, and PowerPoint.
- Legal entitlement/work permit to work in Ireland

Desirable Criteria

The following skills and attributes will be considered advantageous:

- High level of accuracy and attention to detail in all aspects of the work

- Proven ability to work independently and manage multiple priorities within strict timeframes
- Strong problem-solving skills and the ability to work well as part of a team
- Flexible and adaptable approach to work
- Willingness to learn new systems and undertake training as required
- Experience in HR and/or Recruitment Administration

4. Location

- The successful candidate will be required to work in Monaghan Education Support Centre, Knockaconny, Armagh Road, Monaghan with opportunity to avail of working from home arrangements for one day each week in accordance with MESCS policy.
- The successful candidate will be paid public sector travel and subsistence rates should they be required to attend meetings or training offsite.

5. Competition

- This post is open to all candidates who meet the essential requirements listed above.
- Shortlisting for interview may occur.
- Any offer of appointment will only be made where it is considered that a suitable candidate for the post exists.
- Any offer of appointment is subject to the receipt of satisfactory references.
- Any appointment is subject to satisfactory completion of a three-month probationary period. The probationary period may be extended at the discretion of the employer, but in total will not exceed eleven months.
- The contract will provide for ongoing performance review.

6. Salary and conditions

- Salary will be aligned to grade III of the ETB pay scale for administrators which is available at this Link: [Circular 0007-2026](#)
- Appointment to be made at point 1 of the scale.
- **Hours:** Typically, 39 hour working week (includes a one-hour daily lunch break)
- **Annual Leave:** The annual leave entitlement for this grade is 22 working days

per annual leave year rising to 25 days on the completion of three years in the job.

- The request for annual leave must be submitted to the Director of Monaghan ESC as representative of the employer, Monaghan Education Support Centre. Public Holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997. Notice of intention to take annual leave must be communicated in advance to the Oide Head of Administration to ensure that the taking of annual leave or time-in-lieu does not impact adversely on business needs of Oide.
- **Sick Leave:** In accordance with the Sick Leave policy of Monaghan Education Support Centre, employees will be paid a maximum of 10 sick leave days in a 12-month rolling period. This includes certified and non-certified sick leave days.
- **Pension:** Employees will be automatically enrolled in the Company's pension scheme in line with the auto-enrolment pension framework (MyFutureFund), where eligibility criteria are met.
- This role is offered initially as a one-year fixed term contract and is subject to ongoing funding and business needs and satisfactory performance in accordance with the Performance Management policy of Monaghan Education Support Centre and in consultation with Oide Senior Management.

7. How to apply

Applications should be made by submission of a letter of application and a CV with contact details for two referees.

This should be submitted no later than **5.00pm on Thursday, 21 May 2026** to recruitment@metc.ie

By submitting your application, you consent to the processing of your personal data by Monaghan Education Support Centre and Oide for recruitment and selection purposes in line with the General Data Protection Regulation (GDPR).

Shortlisting for interview may apply.

Interviews will be held **in person** in Monaghan Education Support Centre as soon as possible after the application closing date.

Should you require any reasonable adjustments to complete the application process, please advise us via recruitment@metc.ie

8. Selection Procedure

Monaghan Education Support Centre will comply with the terms of the General Data Protection Regulation (GDPR) and all other relevant data protection legislation in relation to the data submitted during the recruitment process.

A selection committee will be established to carry out all aspects of the selection process.

It is the responsibility of the candidates to make themselves available for interview, if invited to attend. Candidates should note that it may not be possible to provide an alternative date.

A panel may be formed from which future part-time or full-time positions of a similar nature may be filled for a one-year period following notification of position on panel.

Monaghan Education Support Centre is an equal opportunities employer.

If you have any queries regarding this Job Description, please email recruitment@metc.ie