



PERSON SPECIFICATION

Post: Administration Support II			Date Updated: July 2026		
	Essential Criteria		Desirable Criteria		
Qualifications and Experience	Leaving certificate or equivalent standard of education A minimum of 3 years relevant administrative experience Excellent IT skills, including extensive use of and proficiency in the MS Office Suite. Must be eligible to work in the State		Full clean drivers licence Experience of working at reception A relevant secretarial/business or IT studies qualification Experience of working in a similar role in the healthcare/disability sector		
Organisational and Professional Knowledge	• Broad knowledge of the Enable Ireland organisation and the requirements of the job. • Knowledge of the ethos and model of working in Enable Ireland. • High level of proficiency and experience in Microsoft Office, in particular Word and Excel. • Excellent typing skills. • Knowledge of office management and communication systems and procedures. • Effective administration skills, with a keen eye for detail and accuracy • Understanding of GDPR and Data Protection legislation and processes including Freedom of Information and Data Subject Access Requests • Have an awareness and understanding of relevant legislation and professional requirements in order to carry out duties in a compliant manner that meets best practice.		• Demonstrate an awareness of services for children with disabilities. • Knowledge of the disability sector and legislation pertaining to current services. • Knowledge of Progressing Disability Services for Children & Young Persons		

Team Working	• Demonstrate a strong understanding of team working. • Ability to coordinate workload within a team. • Is flexible and has the ability to work effectively as part of a wider team. • Demonstrate conflict management skills. • Motivates & supports colleagues.	
Special Aptitudes	Exhibit excellent problem solving and judgement skills. Possess a positive, helpful, attitude and an approachable manner. Proactive approach to overall performance. Willingness to embrace service development and change. Be able to work on own initiative but also as part of a team.	Familiar with quality systems/ standards.