JOB DESCRIPTION

Job:	**Administration Support Grade III**
Location:	**CDNT 7 Tymon**
Contract Hours:	**14 hours per week**
Contract Type:	**Permanent Part-time 0.40 WTE**
Reporting to:	**Children's Disability Network Manager (CDNM)**

Overall Purpose of the Post:

To work closely with members of the interdisciplinary team, other members of the administration team and other managers as appropriate, providing comprehensive administration support as required. Provision of efficient reception cover and will greet all visitors to the building making them feel comfortable and valued.

Duties:

- To work as part of the administration team to provide comprehensive administrative support to the Children's Services Team such as typing of correspondence, reports, presentations, compiling database and spreadsheet information as required and other administrative duties such as filing, photocopying and scanning
- To provide administration support to aid the processing of referrals
- To provide efficient cover of reception area as required, including operation of switchboard and dealing with client and service queries in a professional and efficient manner
- To welcome all visitors to the building, and ensure that they are dealt with in a timely, professional, and courteous manner
- To record service user information to the agreed service user database system
- To support administrative duties relating to all clinics
- To assist in the maintenance and monitoring of the service filing system and archive system with a strong emphasis on confidentiality and compliance with GDPR
- To organise meetings both external and internal as required
- Typing of minutes of meetings
- To organise meeting rooms for meetings as required
- Operation of post system, both internal and external

- Deal with queries from staff and service users and pass onto appropriate personnel
- To operate and maintain a stock control system for stationery, office supplies and PPE
- To comply with organisational Health & Safety standards
- To assist in the follow up of premises maintenance/IT issues

The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post, which may be assigned to him/her from time to time, and to contribute to the development of the post while in office.

To minimise exposure to breaches of GDPR, strict compliance is required in the course of carrying out the duties of this job and working with others. This will include but is not limited to compliance with Enable Ireland's suite of GDPR Policies & Procedures, attending all GDPR Training sessions and ensuring personal responsibility for implementing safeguards and measures as directed.

Responsible to:	Children's Network Disability Manager (CDNM)
Probation:	A probationary period of 6 months applies, wherein three probationary meetings will take place to review your performance and suitability for appointment. The probationary period may be extended or terminated for any reason at Enable Ireland's discretion. The probationary period may also be extended to facilitate statutory leave.
Salary:	The current salary scale for this post is €28,945 to €46,912 pro rata per annum.
Annual leave:	Annual leave entitlement is 30 days pro rata per annum.
Pension scheme:	Enable Ireland operates a contributory pension scheme which all employees may join following their start date.
Medical:	The successful candidate will be required to undergo a medical assessment.
Garda Clearance/ Police Clearance:	These will be required for all prospective staff who undertake relevant work or activities relating to children or vulnerable persons.
Sick Pay: **(If applicable)**	All periods of sickness exceeding two days must be medically certified. Weekly medical certificates are required thereafter. The Company reserves the right to have you examined by its own Doctor after 3 months continuous sick leave. Upon completion of 6 months continuous service with the Company sick pay will be as follows: Full pay less social welfare for the first 13 weeks of sickness in any 12 month rolling period and half pay less social welfare for a further (13) weeks of sickness absence in the same 12 month rolling period. Previous service tenure on a CDNT, which was managed by Enable Ireland as Lead Agency, and/or inwards secondment to Enable Ireland, qualifies for eligibility of Enable Ireland's sick pay benefits as outlined in the Enable Ireland Sick Leave Policy.
Redeployment	In exceptional circumstances the organisation reserves the right to redeploy you to an alternative role that is suitable to your skills and experience.