



Sodexo Ireland



#JOB-2463890



Ireland ,



No of positions : 1



Paid Position



20 hours per week



21.50 Euro Hourly



13/08/2026



16/08/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Address:

<https://www.sodexojobs.co.uk/jobs/schools-amp-universities-administration-support-in-schools-amp-universities-ireland.19232>



Open your camera app & point here to view this ad online



Schools & Universities Administration Support

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

*Part time

*20 hours per week

*€21.50 per hour

*Site Specific Benefits

Opportunities for career development

Plus our Sodexo employee benefits package

At Sodexo, we are passionate about our people. We know that our teams are the key to delivering exceptional service and creating meaningful experiences for our clients, customers, and employees.

Sodexo and our clients are committed to safeguarding and promoting the welfare of children and adults within a regulated activity. This role will require applicants to undergo screening appropriate to the post, including checks with past employers and the Garda Vetting.

Why Sodexo?

Working with Sodexo is more than a job; it's a chance to be part of something greater.

Belong in a company and team that values you for you.

Act with purpose and have an impact through your everyday actions.

Thrive in your own way.

We also offer a range of perks, rewards and benefits for our colleagues and their families:

Unlimited access to an online platform offering wellbeing support

An extensive Employee Assistance Programme to help with everyday issues or life's larger problems, including legal and financial advice, support with work or personal issues impacting your

wellbeing

Access to a 24hr virtual GP Service

Sodexo Discounts Scheme, offering great deals 24/7 across popular big-brand retailers

Save for your future by becoming a member of the Pension Plan

Opportunities to enable colleagues to grow and succeed throughout their career at Sodexo, including a variety of learning and development tools

Bike to Work Scheme to help colleagues to do their bit for the environment whilst keeping fit

Sodexo UK and Irelands enhanced benefits and leave policies

A little more about Sodexo

At Sodexo, our purpose is to create a better every day for everyone to build a better life for all. As the global leader in services that improve the Quality of Life, we operate in 55 countries, serving over 100million consumers each day through our unique combination of On-Site Food and FM Services, Benefits & Rewards Services and Personal & Home Services.

We are committed to being an inclusive employer. We are a forces friendly employer. We welcome and encourage applications from people with a diverse variety of experiences, backgrounds and identities. We encourage our employees to get involved with our Employee Networks such as Pride, Sodexo Parents & Carers, Sodexo Disability, Ability network, SoTogether, Generations and Origins.

We are a Disability Confident Leader employer. We are committed to changing attitudes towards disability, and making sure disabled people have the chance to fulfil their aspirations. We run a Disability Confident interview scheme for candidates with disabilities who meet the minimum selection criteria for the job.

- **Sector:** administrative and support service activities

Career Level

- Entry Level

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1

(Desirable)

- **Ability Skills:** Administration, Interpersonal Skills
- **Competency Skills:** Collaboration, Teamwork