



Teach Tearmainn



#JOB-2465412



South Main Street, Naas, Co. Kildare,



No of positions : 1



Paid Position



37.5 hours per week



32969.00 Euro Annually



21/08/2026



18/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : recruitment@teachtearmainn.ie



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



Office Administrator

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

Office Administrator

Naas, Co. Kildare | 12-month fixed-term contract

A varied and trusted role. Support reception, helpline administration, office administration and supporting the organisation's internal operations.

Role at a glance

LOCATION Naas, Co. Kildare

CONTRACT 12-month fixed-term contract

SALARY €32,969 per annum

HOURS 37.5 hours per week, Mon-Fri, 9:00 a.m.-5:00 p.m.

LUNCH 30-minute unpaid lunch break (1pm-1:30pm)

ANNUAL LEAVE 25 days per annum

REPORTS TO Team Leader

Confidentiality is central to this position. The role involves access to sensitive service-user, employee, HR and financial information and requires the utmost discretion, professionalism and integrity.

About the Role

We are seeking a highly organised, professional and compassionate Office Administrator to join our team on a 12-month fixed-term contract.

This is a varied and trusted role supporting the effective day-to-day operation of the Naas Outreach Office and the wider organisation. The successful candidate will provide a welcoming and professional reception service for women and children attending scheduled appointments or arriving via unexpected drop ins. They will also answer incoming helpline calls, arrange callbacks and appointments with Support Workers, and ensure information is recorded and communicated accurately and promptly.

The role extends beyond traditional reception duties. It includes general office coordination,

monitoring shared email accounts, HR and recruitment administration, onboarding new employees, maintaining authorised information on BrightHR, confidential minute-taking, responding to fundraising enquiries and providing some administrative support to the Finance and Compliance Officer.

The Office Administrator reports to the Team Leader. From time to time, the CEO and Finance and Compliance Officer may also assign duties relevant to the role.

The successful candidate must demonstrate sound judgement, maintain clear professional boundaries and ensure confidential information is only accessed, used and shared for authorised work purposes.

Key Responsibilities

Reception and Front-of-House Support

- Welcome women and children attending scheduled appointments in a warm, respectful and professional manner.
- Provide a calm, safe and supportive front-of-house environment.
- Notify the relevant Support Worker or staff member when an appointment has arrived.
- Manage visitors and deliveries in accordance with organisational procedures.
- Maintain reception, meeting rooms and shared spaces to a high standard, ensuring they are tidy, welcoming and appropriately stocked.
- Treat all visitors with dignity, sensitivity and respect while maintaining strict confidentiality and appropriate professional boundaries.

Telephone and Helpline Administration

- Answer incoming telephone and helpline calls professionally, calmly and empathetically.

For a full job description and an application form please visit our website www.teachtearmainn.ie

- **Sector:** human health and social work activities

Career Level

- Experienced [Non-Managerial]