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JMB/AMCSS School Management Advisor

The Secretariat of Secondary Schools CLG (SSS) is now recruiting a School Management Advisor. SSS is the management body for all Voluntary Secondary Schools in the Republic of Ireland and exercises this function through its JMB/AMCSS divisions, the Joint Managerial Body, and the Association of Management of Catholic Secondary Schools.

The vacancy exists due to the rapid expansion of the services provided by JMB/AMCSS in recent years. JMB/AMCSS exercises a leadership role at national level in the formulation, development and implementation of policy and represents the voluntary secondary school sector in negotiations on issues which affect leadership and management in schools. JMB/AMCSS also provides support, advice, and training across a wide range of operational and leadership areas of activity in our member schools.

The Role of the School Management Advisor

This is a senior position within the organisation and the successful candidate will play a key role in leading and developing the work of the JMB/AMCSS school management advisory service. The successful candidate will work closely with the General Secretary, Assistant General Secretaries, and the Senior Leadership Team to achieve the strategic goals set for the organisation.

Reporting to the Assistant General Secretary (School Management Advisory), the person appointed will exercise leadership in line with the emerging needs of the organisation. The duties comprehended by this role will demand high levels of initiative and flexibility.

In addition to the foregoing, the person appointed to the role will have particular responsibility in the following areas:

School Management Advice

The School Management Advisor will join a team that supports school leaders by providing advice and support on a wide range of issues that arise in the day-to-day management of the school. Areas of advice and support to be provided to school management include:

Students

- Admissions, suspensions, and expulsions
- Conducting reviews of decisions to refuse admission and Section 29 appeals
- Parental complaints, and complaints of students aged 18 and over
- Anti-bullying procedures and child protection
- Disciplinary matters
- Curriculum provision and timetabling

School staff

- Recruitment of teachers, SNAs, and ancillary staff
- Allocations, redeployment, and CID entitlements of teachers
- Terms and conditions of teachers, SNAs, and ancillary staff
- Appointments to posts of responsibility, principal, and deputy principal positions
- Assisting school management in dealing with appeals against appointments to posts of responsibility and to principal and deputy principal positions
- Grievance and disciplinary procedures for teachers, SNAs, and ancillary staff
- Implementation of national agreements, such as those relating to Supervision and Substitution, and the Croke Park Agreement

Policies and Procedures

- Advising on Department of Education circulars and guidelines, and preparing information bulletins in respect of same
- Undertaking casework on behalf of the JMB
- Providing professional advice and support on policy and good practice
- Attendance, where necessary, at Grievance/Disciplinary hearings

Liaison with Outside Bodies

- Liaison with ASTI, TUI, and FÓRSA
- Liaison with the Department of Education
- Liaison with other relevant agencies and institutions

Provision of Professional Development Training

- Training for newly appointed Principals and Deputy Principals
- Board of Management training
- Training in relation to national programmes in co-operation with the Department of Education e.g., in Child Protection
- Other JMB professional development programmes for school leaders

Key Competencies Required for the Role

- In-depth knowledge and understanding of the Irish school system, and in relation to the Voluntary Secondary sector
- A high standard of oral, written, and digital communication skills e.g., presentations, reports, and submissions
- Demonstrable negotiation and conflict resolution skills

- A capacity for leadership, initiative, and for working under pressure
- A capacity to work with the Management Advisory and Senior Leadership teams to deliver on the strategic goals of the organisation

The successful candidate:

- Will have a relevant third level qualification and be able to demonstrate experience at senior school management level or at a similar professional services level
- Will have a proven track record of accomplishment relevant to the position
- Will have a vision aligned with the objectives of SSS (see Constitution Section 3 [here](#))
- Be highly motivated with strong organisational and leadership skills
- Have excellent interpersonal and communication skills, and an ability to work on their own initiative
- Be experienced in working effectively with or through representative committees and teams
- Have a demonstrable capacity for initiative and leadership

The appointee will be required to be familiar with current school management structures, regulations, and relevant legislation.

Location: The School Management Advisor will be based in the Secretariat of Secondary Schools Office at Emmet House, Milltown, Dublin 14. The organisation is currently developing a remote working policy.

Nature of the Post: The post will be in the form of a three-year fixed term contract with a six-month probationary period, extendable to nine months.

Salary: Commensurate with experience.

Hours of Work: The usual working week will be Monday to Friday with normal working hours from 9.00 a.m. to 5.00 p.m. The nature of the role may require occasional attendance at meetings/training in the evenings and on Saturdays.

Applications:

Applications will be accepted by the deadline of Thursday, 12th May 2022 at 5.00pm

The Secretariat of Secondary Schools CLG is the employer

The Secretariat of Secondary Schools CLG is an Equal Opportunities Employer

**An Application Form is available from: www.jmb.ie
JMB Secretariat of Secondary Schools,
Emmet House,
Milltown,
Dublin 14, D14 V3K8**

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