



## **SSS/JMB/AMCSS**

**HAS A VACANCY FOR AN**

### **Assistant General Secretary**

### **(School Management Advisory)**

The Secretariat of Secondary Schools CLG (SSS) is now recruiting an Assistant General Secretary. 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 Assistant General Secretary**

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

Reporting to the General Secretary, the person appointed as Assistant General Secretary will deputise for the General Secretary as required. This person will exercise leadership and line management responsibilities in line with the emerging needs of the organisation. The duties comprehended by this role will demand high levels of initiative and flexibility.

**Location:** The Assistant General Secretary will be based in the Secretariat of Secondary Schools Office at Emmet House, Milltown, Dublin 14.

**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. If appointed from the public service, this appointment will be on a secondment basis as has been agreed with the Department of Education.

**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, September 23<sup>rd</sup> 2021, 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.imb.ie](http://www.imb.ie)  
JMB Secretariat of Secondary Schools,  
Emmet House,  
Milltown,  
Dublin 14,  
D14 V3K8**