**School Building Officers (two posts)**

The Secretariat of Secondary Schools CLG (SSS) is now recruiting for two School Buildings Officers. 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.

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.

**Role Profile**

The School Building Officers will join the JMB School Buildings Advisory Team and will have responsibility for:

1. Fulfilling the role of Project Executive in respect of certain building projects as agreed with the DE.
2. Supporting schools to deliver SEN repurpose works.
3. Providing enhanced support to specific Boards of Management of voluntary secondary and primary schools to which large Additional Accommodation projects in excess of €1m and Major Capital projects have been devolved for delivery.
4. Advising Principals and Boards of Management on practical challenges relating to school building projects
5. Assisting with applications by schools for major capital works and Additional Accommodation projects.
6. In consultation with the Department of Education, developing best practice policies and guidelines for the voluntary secondary school sector.
7. Supporting Boards of Management in their engagement with procurement initiatives, ensuring a consistent sector-wide approach.
8. Supporting the building of the capacity of Boards of Management in respect of their buildings management and construction function.
9. Gathering the necessary financial and statistical information on an ongoing basis and preparation of reports as required.
10. Assisting Boards of Management in pursuing a sustainability agenda, in terms of preventative maintenance programmes, general construction related issues, retrofitting, energy and waste management.
11. Dealing with queries relating to building projects from school management via email, phone and in person.
12. Liaising with Department of Education School Building Unit.
13. Liaising as appropriate with patrons of schools and other patron bodies

***Key Competencies Required for the Role***

1. Experience of the Irish education system and knowledge of the project delivery procedures of the School Building Unit of the Department of Education
2. Capacity to support clients (Boards of Management) in progressing their project from approval through to completion with particular responsibility for the appointment of the Design Team and ongoing liaison between the Board, the Department and the Design Team
3. Capacity to lead major capital projects where JMB is acting as Project Executive
4. Capacity to negotiate relationships among clients, design team members, Department of Education officials and patron bodies i.e., across each of the stakeholders involved in school building projects
5. Capacity to assist clients in pursuing a sustainability agenda, in terms of preventative maintenance programmes, general construction related issues, retrofitting, energy and waste management

A qualification in quantity surveying/project management or equivalent qualification is desirable.

**Nature of the Post:** The role is available on a full-time basis and for a fixed term of three years, subject to satisfactory performance.

**Hours of Work:** The usual working week will be Monday through Friday, 9am to 5pm. However, the nature of the role may require attendance at meetings and other activities outside these times.

**Salary:** Commensurate with experience.

**Location:** The School Buildings Officers will be based at the company headquarters at Emmet House, Milltown, Dublin 14 and will have access to a hybrid working model subject to the approval of the Board of Directors. Travel outside the office and school visitation will be required on occasion.

**Applications:**

Applications will be accepted by the deadline of **Thursday 31st October** at 5.00pm.

The Secretariat of Secondary Schools CLG is the employer.

The Secretariat of Secondary Schools CLG is an Equal Opportunities Employer.

**Application Form available from:** [**www.jmb.ie**](http://www.jmb.ie)