



Secretariat of Secondary Schools CLG
JMB/AMCSS
Emmet House
Milltown
Dublin 14
D14 V3K8
T: (01) 283 8255
E: info@jmb.ie
W: www.jmb.ie

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.

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

The successful candidate will join the School Management Advisory Team, which provides advice and training to school management on the wide range of day-to-day issues that arise in voluntary secondary schools. Reporting to the Assistant General Secretary (School Management Advisory), the duties comprehended in this role will demand high levels of initiative and flexibility. The School Management Advisor will be expected to advise in the following areas:

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

The successful candidate will

- Have a relevant third level qualification and be able to demonstrate experience at senior school management level
- Have an in-depth knowledge and understanding of the voluntary secondary school sector and the legislation, Department of Education Circulars, procedures and guidelines which apply in the management of voluntary secondary schools
- Have excellent interpersonal and communication skills
- Have strong organisational and administrative skills
- Have an ability to work on their own initiative and as part of the School Management Advisory Team

Location: The School Management Advisor will be based in the Secretariat of Secondary Schools at Emmet House, Milltown, Dublin 14 and he/she will have access to a hybrid working model subject to the approval of the Board of Directors.

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 9.00am to 5.00pm. 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 **Friday, 8th September 2023 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**