

General Secretary

SECRETARIAT of SECONDARY SCHOOLS

The Secretariat of Secondary Schools CLG (SSS) invites applications for the post of 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 General Secretary will be based in the Secretariat of Secondary Schools Office at Emmet House, Milltown, Dublin 14.

The successful candidate will report to the Board of Directors and will lead the Senior Leadership Team and highly motivated staff colleagues in achieving the strategic goals set for the organisation.

The person appointed to the role will have particular responsibility in the following areas:

1. Promoting Denominational Education in Voluntary Secondary Schools
2. Carrying out the Role of a Recognised School Management Body
3. Providing Management, Compliance, and Advisory Services
4. Promoting Educational Research and Development
5. Organisational Effectiveness and Governance

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

The closing date for receipt of completed application forms is

Friday, 25th November 2022, at 5.00pm.

Shortlisting may apply.

