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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.

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

School Leadership Supports

- Support school leaders and boards of management to promote excellence in school leadership
- Support school leaders and boards of management to provide high standards of care and education for the students in voluntary secondary schools
- Support the sharing of good leadership practice in voluntary secondary schools

- Promote leadership development for senior leaders, middle leaders, and boards of management
- Support school management on a daily basis, responding in a timely manner to day-to-day management/leadership queries

Procedures and Policies

- Support schools on matters relating to complaints, grievance, and disciplinary procedures
- Provide schools with professional advice and support on policy and good practice
- Attend, where necessary, at grievance and disciplinary hearings

Liaison with outside bodies to inform and develop policy and practice

- Liaise with teacher unions
- Liaise with the Department of Education (DE)
- Liaise with other relevant agencies as required

Professional Development and Training

- Development of training programmes and resources
- Induction for newly appointed Principals and Deputy Principals
- Induction for Boards of Management
- Continuous professional development for Boards of Management, Chairpersons, and school leadership teams.
- National programmes in co-operation with the DE, e.g., Child Protection, school leadership

Key Competencies Required for the Role

- In-depth knowledge and understanding of the Irish school system, and in particular in relation to the Voluntary Secondary sector
- A high standard of oral, written, and digital communication skills e.g., presentations, reports, and submissions
- Negotiation and conflict resolution skills
- An ability to lead, mentor and develop the school management advisory team
- A capacity to work with the Senior Leadership team to deliver the strategic goals of the organisation.
- A capacity to work under pressure to meet tight deadlines

The successful candidate:

- Will have a relevant third level qualification and be able to demonstrate experience in Human Resource Management 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 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.

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 23rd 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.jmb.ie
JMB Secretariat of Secondary Schools,
Emmet House,
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Dublin 14,
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