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Secretariat of Secondary Schools AMCSS/JMB

APPLICATION FOR POST OF

General Secretary

Applicant Name: _____

1. This form must be signed (an electronic signature is acceptable)
2. All questions must be answered. Do not change the question numbers or sequence
3. The Application Form must be typed in Arial font size 11
4. The total number of pages (including this cover sheet) should not exceed 12
5. No letter of application or CV should accompany this form

This completed form should be returned via email to:

gensec@jmb.ie

Applications received after 5.00 p.m. on Friday, 25th November 2022 will not be considered for processing.

For Office Use Only

Ref. No. _____

General Information

1. Full Name:	
2. Address:	
3. Telephone No:	Mobile:
4. Email:	
5. Present position and where employed:	

6. Qualifications			
Course/Programme and Institution	Years Attended		Qualification Obtained
	From	To	

Candidates may be required to produce evidence of qualifications on appointment

7. Details of Experience

Please list positions held, commencing with your most recent employer

Dates From	Dates To	Position	Employer	Responsibilities

8. Other relevant experience e.g., social/business - commencing with the most recent

Dates From	Dates To	Position	Organisation	Responsibilities

9. Outline briefly how you see your employment to date and other experience as relevant to this post.

10. Role and Function of the General Secretary

A number of key competencies have been identified as being essential for the effective performance of the role and function of this post:

- a) Strong leadership with the capacity to implement the multi-faceted priorities stemming from the Strategic Plan
- b) A strong commitment to faith-based education and the ability to articulate that vision for the future of the multi-faceted voluntary sector
- c) Excellent interpersonal and communication skills within the strands of the organisation, with partners, and with the wider public
- d) Experience in the best practice of organisational management and the ability to manage a complex portfolio of diverse schools, advocating-for, and working with each
- e) A demonstrated capacity for initiative and strategic planning with an ability to be proactive in influencing the direction of change initiatives at national level
- f) Proven negotiating skills based on an ability to influence others for the benefit of our sector's schools

a) Strong leadership with the capacity to implement the multi-faceted priorities stemming from the Strategic Plan

Please outline below an example of how and where you have displayed this competency

b) A strong commitment to faith-based education and the ability to articulate that vision for the future of the multi-faceted voluntary sector

Please outline below an example of how and where you have displayed this competency

c) Excellent interpersonal and communication skills are required for the role of General Secretary

Please outline below an example from your current role where you have exhibited these skills and enabled good communication across a wide range of stakeholders

d) Experience in the best practice of organisational management and the ability to manage a complex portfolio of diverse schools, advocating-for, and working with each

Please outline any advocacy work you have done on behalf of schools or similar organisations

e) A demonstrated capacity for initiative and strategic planning with an ability to be proactive in influencing the direction of change initiatives at national level

Please outline below an example of how and where you have influenced the direction of change in your current organisation

f) Proven negotiating skills based on an ability to influence others for the benefit of our sector's schools

Please outline below an example of your ability to influence others for the benefit of your organisation

11. Are there any restrictions on your right to work in this country?

Yes

No

If 'Yes', please give details

12. Please provide any other relevant information about yourself, your experience, and why you feel you would be suitable for the post of General Secretary with the Secretariat

13. Child Protection Declaration:

Since you may be required to visit schools, this vetting declaration is required. If this section is not completed, your application will not be considered for processing.

Have you been investigated by the Gardaí, Health Board, or your employer in relation to substantiated complaints made concerning your treatment of children?

Place an X in the relevant box

Yes No

Before an appointment is made, the successful candidate will be subject to Garda vetting.

14. References

Please supply the names and contact details of two referees, at least one of whom must know you in a professional capacity and the other in a position to provide a character reference for you:

Name & Address	E-mail Address. & Tel.No.	What is/has been your relationship with this person?
Professional Referee		
Character Referee		

15. Undertaking

I certify to the Secretariat of Secondary Schools (SSS) that the information provided herewith is true and correct.

Signature of Applicant: _____ Date _____

An electronic signature is acceptable

N.B.

- **Referees will only be contacted if you are short-listed for the position**
- **The SSS is an equal opportunities employer**
- **Shortlisting of Candidates may take place**
- **Candidates may be called for more than one interview**

Data Protection: All personal information provided on this application form will be stored securely by the SSS and will only be used for the purposes of the recruitment process. Application forms will be retained for a period of 12 months, and in the case of a successful candidate for the duration of his or her employment and a minimum of two years thereafter. This information will not be disclosed to any third party without your consent, except where necessary to comply with statutory requirements or to provide normal services. Internally, your information will be kept confidential and only made available as necessary. You may, at any time, make a request for access to the personal information held about you.