

ADVERT ID 147457

## General

### Secretariat of Secondary Schools (JMB)

Emmet House Dundrum Rd Milltown  
<https://www.jmb.ie>



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Other Education  
**Date Posted:** Tue Mar 23 2021 16:10:14  
**Application Closing Date:** Thu Apr 8 2021  
**Status of Post:** Part-Time  
**Number of Vacancies:** 1

#### POST DETAILS

**Title:** Part-Time Research and Development Officer

**Description:**

JMB/AMCSS  
has a vacancy for a

Part-Time Research and Development Officer

Joint Managerial Body (JMB)/Association of Management of Catholic Secondary Schools (AMCSS)

The JMB represents the boards of management and school management in almost 400 voluntary secondary schools in the Republic of Ireland. The JMB provides support, advice and representation to voluntary secondary schools on all matters relating to school management. The JMB actively participates in various national committees involved in policy and decision-making in Irish education and negotiates at national level on all management issues.

**Nature of the Post:** The part-time Research and Development Officer will work with the Director of Research and Development on issues relating to curriculum and planning, addressing the needs of our schools, and engaging with activities and training pertinent to the remit of the organisation. Specific areas of work will relate to, but are not limited to, special educational needs, junior and senior cycle curriculum, and digital learning.

The role is available on a part-time basis of 20 hours per week and for a fixed term of three years. The Secretariat of Secondary Schools is the employer.

**Location:** The Part-Time Research and Development Officer will be based in the JMB Secretariat Offices at Emmet House, Milltown, Dublin 14. Travel outside the office and school visitation will be required on occasion.

**Salary:** Commensurate with experience.

**Hours of Work:** The hours of work will fall within the standard Secretariat working week, which is 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 Saturday.

Applications will be accepted by the deadline of Thursday 8th April 2021 at 5.00pm.

JMB/AMCSS/The Secretariat of Secondary Schools is an Equal Opportunities Employer

An application form and role profile are available from:  
<https://www.jmb.ie/News-topics/Article/jmb-job-vacancy-part-time-research-and-development->

officer-1

JMB Secretariat of Secondary Schools,  
Emmet House,  
Milltown,  
Dublin 14,  
D14 V3K8

#### APPLICATION REQUIREMENTS

- Application Form

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

|                             |   |
|-----------------------------|---|
| <b>Apply To:</b>            | Emmet House<br>Dundrum Rd<br>Milltown   |
| <b>County:</b>              | Dublin  |
| <b>Postal District:</b>     | Dublin 14   |
| <b>Enquiries To:</b>        | <a href="mailto:info@jmb.ie">info@jmb.ie</a><br>01 2838255  |
| <b>Website:</b>             | <a href="https://www.jmb.ie">https://www.jmb.ie</a>   |
| <b>Further Information:</b> | <a href="https://www.jmb.ie/News-topics/Article/jmb-job-vacancy-part-time-research-and-development-officer-1">https://www.jmb.ie/News-topics/Article/jmb-job-vacancy-part-time-research-and-development-officer-1</a> |

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