

ADVERT ID 229320

General

Catholic Primary School Management Association - CPSMA

New House St Patrick's College Maynooth

<http://www.cpsma.ie/>



MAIN DETAILS

Status: Deactivated
Level: Other Education
Date Posted: Thu Jan 23 2025 12:47:37
Application Closing Date: Fri Feb 14 2025
Status of Post: Part-Time
Number of Vacancies: 1

POST DETAILS

Title:

Gort Schools Cluster Executive Officer Position

Description:

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Position Overview: The Executive Officer will undertake key administrative duties traditionally performed by teaching principals, excluding secretarial work. This role will provide operational support, promote collaboration, and ensure the effective management of shared resources across a cluster of schools. The role is being trialed as part of the Small Schools Project to alleviate the workload of teaching principals and enhance efficiency within small school settings.

Key Details:

Hours: 20 hours per week, allocated as 4 hours per school. Flexibility is required for attendance at schools in the cluster, and the role will involve a blended working model (both on-site and remote).

Rate of Pay: €20.08/hour, aligned with the first point of the Executive Officer salary scale.

Duration: 18-month fixed term contract.

Location : Gort, Co. Clare

Transport: The successful candidate must possess their own means of transport and a valid clean driver's license.

Primary Responsibilities:

1. General Coordination and Collaboration

Visit schools regularly to establish term and yearly priorities.

Coordinate cluster-wide initiatives and shared activities.

Promote collaboration across schools, fostering partnerships on sports, curricular initiatives, and community projects.

2. Administrative and Operational Support

Develop and manage a substitute staff list for teachers and SNAs, ensuring Garda Vetting compliance and regular updates. Assist with funding and grant applications (e.g., STEM grants, Free Book Schemes, Summer Works), including preparation, submission, and follow-up.

Liaise with principal/health and safety officers on the board of management.

Provide a reminder of deadlines: Online Claims System (OLCS) teaching panels, Tusla etc. to school management.

Assist with and support Principals with applications for Summer Works/Emergency Works etc.

Maintain and update systems like Aladdin and Google Workspace, including:

Uploading pupil files (e.g., SEN records)

Training staff on effective use of these systems

Policy Development – act as a link person between schools in developing questionnaires, surveys, rubrics (shared google drive for cluster) under the guidance of school principals.

3. Resource Management

Audit and manage shared resources (e.g., book covering machines, iPads, diagnostic tools) across the cluster.

Coordinate the procurement of ICT tools, licenses, textbooks, and other materials, securing cost-effective deals.

Establish and oversee the use of shared libraries for books, SEN resources, and diagnostic assessments

4. Special Education (SEN)

Conduct audits of resources and needs across the cluster.

Support where required at times with the preparation of applications for resources.

Liaising with Special Education Needs Organiser (SENO)/National Educational Psychological Service (NEPS) to progress applications for resources.

5. Professional Development and Training

Under the direction of the school principals organise continuous professional development (CPD) opportunities for teaching and non-teaching staff covering topics such as First Aid, Droichead training etc.

Provide training on administrative systems for principals, secretaries, and teachers or seek external expertise in this area

6. Financial Oversight

Assist principals and boards with budget monitoring, VAT/RCT compliance, and financial reporting to the FSSU.

Coordinate cluster-wide procurement strategies to maximise cost savings on shared purchases under the direction of the school principals and boards of management.

7. Event Coordination and Parental Engagement

Organise shared events, such as sports days, parent information sessions etc.

Coordinate logistics for school tours, transportation, and scheduling.

Draft and distribute shared communications, including consent forms, event updates, and newsletters under the direction of the school principals and boards of management.

8. End-of-Year Review and Future Planning

Conduct cluster reviews to assess progress, highlight achievements, and identify areas for improvement in consultation with the principals in the cluster

Eligibility Criteria:

Commitment to confidentiality and professionalism due to the sensitive nature of school operations.

Ability to work both independently and collaboratively within a cluster setting.

An enterprising approach to tasks and the capability to undertake the innovative and challenging elements of the work.

Proven organisational and interpersonal skills in any setting, with the ability to build and maintain relationships across schools/organisations.

IT proficiency, including experience with Aladdin, Google Workspace, or other similar applications would be desirable.

Some knowledge of the Irish education system

Selection Procedure:

- Late applications will not be considered.
- A selection committee will be established to carry out all aspects of the selection process. This will consist of:
 - o 1. A Representative from the CPSMA
 - o 2. The National Project Coordinator
 - o 3. The Cluster Coordinator
- It is the responsibility of the candidates to make themselves available for interview, if invited to attend. Candidates should note that it may not be possible to provide an alternative date
- A panel may be formed from which future vacancies may be filled.
- Selection will be by way of competitive interview. Shortlisting may apply as required.
- Advertisement: The position will be advertised on appropriate educational and local job recruitment platforms.

Additional Notes:

The role is a pilot initiative as part of the National Small Schools Project and may evolve based on this specific cluster needs.

The position is designed to reduce the administrative workload of teaching principals, ensuring they can focus on teaching and learning.

A high level of flexibility is required, including travel between schools.

Each appointment is subject to the sanction of the Department of Education.
The successful candidate will report to the National Project Coordinator and the contract will provide for on-going performance review.
Health, sick leave and general work record must be satisfactory.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Apply To: applications@cpsma.ie
Please note that this position is based in Gort, Co. Clare

County: Galway

Enquiries To: applications@cpsma.ie

Website: <http://www.cpsma.ie/>

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