

ADVERT ID 241048

General

Irish Primary Principals' Network (IPPN) - Galway

Galway Galway
<https://www.ippn.ie>

MAIN DETAILS

Status: Active
Level: Other Education
Date Posted: Fri Jul 11 2025
Application Closing Date: Fri Jul 25 2025
Status of Post: Fixed-term
Number of Vacancies: 1

POST DETAILS

Title:
Schools Executive Officer

Description:

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. This is a 14-month Fixed Term Contract; Part time Hours

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: Rate of Pay: €21,454 annually pro rata amount based on 20 hours weekly aligned with the first point of the Executive Officer salary scale

Duration: 14-month fixed term contract – 1 September 2025 to October 2026

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

Key Responsibilities:

1. General Coordination and Collaboration with cluster schools to include school visits, cluster wide initiatives and promoting collaboration across schools, partnerships and community projects.
2. Administrative and Operational Support - management of substitute lists and Garda vetting, assisting with funding and grant applications, providing reminders of deadlines etc. to school management, supporting principals with applications for Summer Works/Emergency Works etc., maintaining/updating systems like Aladdin and Google Workspace including uploading pupil files, training staff on effective use of these systems and acting as a link person between schools in policy development under the guidance of school principals.
3. Resource Management - Audit and management of shared resources across the cluster, coordinating the procurement of ICT tools, licenses, textbooks, and other materials, securing cost-effective deals, establishing and overseeing the use of shared libraries for books, SEN

resources, and diagnostic assessments.

4. Special Education (SEN) Audit resources across the cluster and provide support as needed preparing applications for resources. Liaise with Special Needs Organiser (SENO/National Psychological Service (NEPS) to progress applications for resources

5. Professional Development and Training – organise continuous professional development (CPD) opportunities for teaching and non-teaching staff such as First Aid, Droichead training etc. and provide training on administrative systems for principals, secretaries and teachers or seek external expertise in this area.

6. Financial Oversight – assistant principals and boards with budget monitoring, VAT/RCT compliance and financial reporting to the FSSU and 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, coordinate logistics for school tours and transportation, draft and distribute shared communications e.g. consent forms event updates, newsletters etc 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.

Skills, Knowledge & Experience Required for this Role:

- 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.
- Must have strong verbal and written communication skills.
- Enjoys working in a fast-paced work environment and adaptable to shifting priorities.
- Strong IT proficiency in MS Office suite, experience with Aladdin, Google Workspace and other similar office tools is desirable.
- Some knowledge of the Irish education system is desirable.

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 in conjunction with the IPPN, 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 should be in the form of a letter of application and CV, and be emailed to jan@janharteassc.ie with "Schools Executive Officer" in the subject line by close of business Friday July 25th 2025

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County:

Galway

Enquiries To:

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Website:

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