

ADVERT ID 247303

## General

### Irish Primary Principals' Network (IPPN)

Richmond Glanmire Cork T45P406

<https://www.ippn.ie>

#### MAIN DETAILS

|                                  |                 |
|----------------------------------|-----------------|
| <b>Status:</b>                   | Active          |
| <b>Level:</b>                    | Other Education |
| <b>Date Posted:</b>              | Thu Dec 11 2025 |
| <b>Application Closing Date:</b> | Thu Jan 8 2026  |
| <b>Commencement Date:</b>        | Tue Sep 1 2026  |
| <b>Status of Post:</b>           | Fixed-term      |
| <b>Number of Vacancies:</b>      | 1               |

#### POST DETAILS

**Title:**

IPPN Supports &amp; Services Lead

**Description:**

The Role:

The Irish Primary Principals Network (IPPN) welcomes applications for the position of Supports and Services Lead. This position is offered on a 5 – Year Fixed Term basis.

Working closely with the CEO, the Deputy CEO, the President, the General Manager and the Senior Management Team, and reporting to the Deputy CEO, the Supports and Services Lead will

- be responsible for planning and implementing IPPN's Supports & Services outputs in line with IPPN's strategic plan and mission statement.
- have a key role in managing, devising, delivering, and reporting on annual workplans for the Supports & Services business unit.

#### Key Details

Hours: 40 hours per week,

Place of work: While the majority of time will encompass remote working, the successful applicant will be obliged to attend the office in Cork when requested by the CEO.

Rate of Pay: Salary will be aligned with the current Primary School Deputy Principal / Principal salary scale

#### Key objectives and main accountabilities:

- Directly oversee and be accountable for the management and strategic direction of the Supports & Services Business Unit.
- Ensure the consistent delivery and development of supports and services that are in keeping with and informed by the needs of our members.
- Lead the fortnightly Supports & Services meetings
- Oversee the co-ordination and delivery of the Leadership Support service
- Ensure consistency of moderation and application of the protocols for the Networking mailing list facility
- Develop and deliver content at

- o Autumn meetings
- o Conferences
- o Oide Professional Learning Events (Misneach, Tánaiste, Forbairt, etc)

- Ensure that all content in the Supports & Services section of the organisation's website is systematically reviewed and refreshed, as required.
- Contribute to the publication of the weekly E-scéal.
- Support the work of the Professional Development committee of the National Council.
- Contribute to the identification and development of tools to enhance leadership practice.
- Identify emerging trends and systemic issues affecting members and provide insights to inform advocacy and policy work.
- Participate in the planning and preparation for the annual Principals' and Deputy Principals' conferences.
- Oversee the delivery of Group Mentoring.
- Assist the CEO, the Deputy CEO and the General Manager in setting a clear vision for the organisation through the development of strategy, policy, objectives, and targets for all aspects of the work of the organisation with particular focus on the Supports & Services Business Unit.
- Contribute to organisational strategy on member engagement and retention.
- Represent IPPN and be a strong advocate for the organisation, across a wide range of forums.
- Perform other related duties, as assigned, such as travel, etc.

#### Experience Required for this Role:

- A sound background in and knowledge of the Irish education sector.
- Relevant 3rd level or professional qualification in Leadership/Management.
- At least 5 years Leadership/Management experience.
- Evidence of a deep understanding of the current reality of primary school leadership and the needs of school leaders.
- Extensive experience of content development and delivery

#### Skills, Knowledge Required for this Role:

- Strong membership service ethic
- Ability to work in a fast-paced work environment and be adaptable to shifting priorities.
- Excellent communication, problem-solving, and relationship management skills.
- Proficiency in Project Management and meeting deadlines.
- Strong attention to detail
- Experience with MS Office suite, SurveyMonkey, Salesforce, Dropbox and other office tools.
- Proven ability to collaborate within and across teams.
- Ability to summarise complex information quickly.
- Proven ability to develop and manage budgets to deliver agreed goals and objectives.

#### The successful candidate should be

- An effective communicator
- Flexible in their approach
- A confident decision maker
- A team player
- Solution focused
- Member focused

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#### APPLICATION REQUIREMENTS

- Letter of Application
- CV (Digital)

Applications may be submitted by

#### APPLY TO THIS JOB VACANCY

**Apply To:** For a full candidate information booklet and details on the application process, email [jan@janharteassc.ie](mailto:jan@janharteassc.ie)

Applications should be in the form of a letter of application and CV (max 3 pages), and be emailed to [jan@janharteassc.ie](mailto:jan@janharteassc.ie), with "Supports and Services Lead" in the subject line, by close of business 8th January 2026.

**County:** Cork

**Enquiries To:** [jan@janharteassc.ie](mailto:jan@janharteassc.ie)

**Website:** <https://www.ippn.ie>

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