ADVERT ID 259335

General

Marino Institute of Education

Griffith Ave Dublin 9 Dublin D09 R232
https://www.mie.ie

MAIN DETAILS

Status:	Deactivated
Level:	Higher & Further Education
Date Posted:	Fri Jul 24 2026
Application Closing Date:	Fri Aug 14 2026
Commencement Date:	Mon Aug 24 2026
Status of Post:	Part-Time
Number of Vacancies:	1

POST DETAILS

Title:
ECE Field Placement Associate

Description:
Inspired by the Christian vision, Marino Institute of Education (MIE) is a teaching, learning and research community committed to promoting inclusion and excellence in education. MIE is an associated college of Trinity College Dublin, The University of Dublin and offers undergraduate and postgraduate programmes in education, including initial teacher education programmes.

The Governing Body invites applications from suitably qualified persons for the position of ECE FIELD PLACEMENT ASSOCIATE | Permanent, Part-time (0.6 FTE)

GENERAL JOB DESCRIPTION
Duties and General Terms & Conditions of Employment

1 CANDIDATE PROFILE AND SCOPE OF THE POSITION
Marino Institute of Education (MIE) wishes to appoint an ECE Field Placement Associate with expertise in Early Childhood Education Placement on a 0.6 FTE permanent contract commencing August 2026.
MIE is seeking an innovative and involved appointee to provide administrative support to field placement on the BSc in early childhood education. The appointee will have specific duties in relation to the administration of field placement and related modules, supervision of students on ECE placement, supporting ECE placement supervisors, including communication and liaison with students, placement supervisors and lecturers in relation to field placement.

This opportunity offers people with experience in early childhood education administration and management the opportunity to contribute to the development of student educators, to share and to work with ECE settings nationwide. The role is particularly suited to people with an interest in early childhood education wishing to experience a higher education environment.

Essential Qualifications & Skills (i.e. those, without which, a candidate would not be able to do the job. Applications that have not clearly demonstrated that candidates possess the essential requirements will not be shortlisted):

In order to be considered for this post, applicants will require:
• A qualification at Level 8 or above
• 3 years of management or administration experience in early childhood education settings
• Knowledge of contemporary policy and practice developments in the field of early childhood education
• Knowledge of teaching methods, innovative practice and collaborative teaching/learning
• Proven IT skills, including a high degree of proficiency in MS Office

• High quality oral, written and online communication skills, e.g. reports, email, marketing material, online meeting platforms

Desirable Criteria
• Level 8 qualification in Early Childhood Education

Skills & Competencies
• Demonstrate a very high standard of accuracy with attention to detail in all aspects of work
• An understanding of academic programme delivery and academic regulations
• Be a team player with clear evidence of self-motivation
• Demonstrate an ability to work to tight deadlines and to manage, prioritise and complete a variety of tasks under pressure
• An ability to interact constructively, efficiently and effectively with students, staff and external stakeholders of MIE
• An ability to deal discreetly with highly confidential information
• A willingness to operate flexibly and be prepared to shift focus as necessary

Candidates must clearly indicate in their applications how they meet each of these pre-requisites.

2. JOB DESCRIPTION

Reporting Relationship
The appointee is required to carry out the duties attached to the post, under the general direction of the Field Placement Coordinator, to whom she/he reports, and to whom he/she is responsible for the performance of these duties in the first instance. The appointee will report through the Field Placement Coordinator to the Head of Department and/or such other MIE officers as the President may designate from time to time. The reporting relationship may be subject to periodic review, in line with service needs and developments in the Institute.

Duties and Responsibilities
The duties, include the following:

• Lead the administration of field placement for the BSc ECE programme
• Participation in administration of CPD training programmes for field placement supervisors.
• Liaising with the placement settings, setting leaders, educators, placement coordinator and administrators in support of excellence in field placement preparation and provision.
• Supporting students on field placement, through mentoring, supervision, assessment and reporting
• In collaboration with the Field Placement Team, developing materials/ resources that would support field placement on the BSc Early Childhood Education.
• Undertaking core administrative tasks and provide data/reports, as required by MIE

It should be noted that in each work area/department within the Institute, the appointee must work as part of a team. Although duties pertaining to the post are broadly defined under the various headings as listed, the list of duties is not exhaustive. The appointee will be required to function in a flexible and collegial manner. MIE retains the right to assign new duties and/or to re-assign staff to other areas of the Institute in response to service needs.

3. APPLICATION, SELECTION PROCESS AND OTHER GENERAL INFORMATION.

Method of Selection for Recommendation
A shortlisting of applicants will occur which will be based on the applicant's qualifications, suitability and relevant work experience as detailed in the application. It is the responsibility of the applicant to ensure that all relevant information is included in their application and that they clearly identify how they meet the specified candidate criteria.

The interview will be by an interview panel consisting of not fewer than 3 persons, and will comprise of the most suitable and qualified people available to assess applicants in the discipline. All appointments to employment at MIE are made by the Governing Body. The interview panel's recommendations for the appointment of successful applicants for all posts will be submitted to the MIE Governing Body for their consideration and decision.

Candidates must produce satisfactory documentary evidence of all training and experience claimed by them, if required.

Probationary Period
The Employee's employment shall initially be subject to a probationary period of six months. The Organisation reserves the right to extend this probationary period on an exceptional basis at its sole discretion subject to a maximum period of eleven months.. Absences during the period of probation will extend the probationary period. Performance and conduct during the probationary period will be monitored through a process of assessment meetings. Termination of employment during the probationary period will be at the discretion of the Institute. An abridged version of the disciplinary procedure will apply to employees on probation.

Garda Vetting

All successful applicants may be required to participate in Garda vetting. Specific instructions on this process will be given at the appropriate time. Applicants who do not comply with the Institute's requirements in this regard will be excluded from consideration for appointment.

Essential Training
The successful applicant will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR), must provide evidence of completion of Tusla Child Protection Training. Other training may need to be undertaken when required.

Salary
The annual full-time salary scale is €35,650 to €52,761 (12 point scale)
As this role is a 0.6 FTE, the part-time salary scale is €21,390 to €31,657 (12 point scale)

Making of Applications
Application by Cover letter and CV only (no special application forms are supplied), preferably by email to careers@mie.ie or by post to:

The Human Resources Office
Marino Institute of Education
Griffith Avenue
Dublin 9 (D09 R232)

Completed applications must be received by 4pm, Friday 14 August 2026 Late applications will not be accepted.

The Institute will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their candidature. The Marino Institute of Education is an equal opportunities employer.

APPLICATION REQUIREMENTS

- Curriculum Vitae
- Covering Letter

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Apply To:	Griffith Ave Dublin 9 D09 R232 careers@mie.ie
County:	Dublin
Postal District:	Dublin 9
Website:	https://www.mie.ie

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.