



Schools Management Advisor Job Description and General Notes

Seconded position commencing 3rd September 2018

The Catholic Primary Schools Management Association (CPSMA) provides advice and support for Chairpersons and Principals of Boards of Management in over 2,800 national schools under Catholic patronage in the Republic of Ireland. The aim of the Catholic Primary Schools Management Association (CPSMA) is the advancement of education in the Catholic Primary Schools in the Republic of Ireland. It facilitates the Boards of Management, Patrons and Trustees of Catholic Primary Schools in the fulfilment of their responsibilities to the pupils, parents, teachers and staff of primary schools under Catholic Patronage as outlined in its constitutional documents and the Education Act 1998. CPSMA is part of the Catholic Education Service.

All applicants for the role of Schools Management Advisor must:

- be qualified, serving teachers/ deputy principals/principals
- be fully registered with the Teaching Council under Regulation 10(1) of the Teaching Council (Registration) Regulations 2016
- currently hold a post in a recognised school or be on secondment from such a position

Job Description

- Participating in the strategic development of CPSMA and in the development of Catholic primary school education;
- Assisting in training and queries in relation to GDPR
- Providing a quality and professional service to the Boards of Management of Catholic primary schools;
- Contributing to the organisation, design and delivery of training for members and stakeholders;
- Writing reports and managing documentation;
- Preparing and providing resource material;
- Conducting and managing research;
- Representing CPSMA and/or Primary Management Bodies on external bodies as and when required;
- Undertaking administrative tasks as required by the General Secretary;

The responsibilities of the Schools Management Advisor may vary in accordance with emerging needs and priorities of the Association and/or as assigned by the General Secretary.

Range of Knowledge, Experience and Skills required

The ideal candidate will possess a range of competencies and skills to support the role, in particular:

- Have a clear understanding of the nature of Catholic primary education
- Have a thorough knowledge of primary education in Ireland
- Exhibit a clear understanding of the role of a Board of Management of a national school under Catholic patronage
- Excellent interpersonal skills
- Excellent communication, presentation, and organisational skills
- Exhibit high levels of writing and multimedia skills
- Leadership knowledge and skills
- A strong work ethic
- A range of teaching experience, good knowledge of the operation of schools and relevant legislation
- Knowledge of current and emerging education research issues
- Flexibility to meet the needs of the Association, including a willingness to engage in travel and/or evening work as necessary
- Have a strong track record of previous achievement at a level commensurate with the position

Competence in and willingness to work through the medium of Irish is desirable but not essential.

Location

- The successful candidate will be seconded to CPSMA and will be based in the CPSMA Office, New House, St. Patrick's College, Maynooth.
- Successful candidates will be required to have their own means of transport and to possess and retain a full driving licence.

Competition

- This post is open to all qualified teachers who hold a recognised post in a recognised primary school, and are fully registered with the Teaching Council under Regulation 10(1) of the Teaching Council (Registration) Regulations 2016 or are on secondment from such a post.
- Any offer of appointment will only be made where it is considered that a suitable candidate for the post exists.

- The appointment is on a secondment basis, subject to contract. The successful candidate will be appointed as soon as possible, with a possibility of further extensions available in line with normal procedures for secondments and subject to the organisational needs of CPSMA and satisfactory performance.
- The contract will provide for on-going performance review (PMDS).
- The normal hours of work will be 9am – 5.00pm Monday to Friday.
- Health, sick leave and general work record must be satisfactory.

Commencement Date

September 3rd 2018

Application Process

- **Application forms must be submitted by email by 5pm on 27th July 2018 to:**

recruitment@cpsma.ie

For the attention of:

Mr. Seamus Mulconry

General Secretary

- Late applications will not be considered
- Applicants will be short listed for interview on the basis of the information that they have provided in their application and its relevance to the minimum post requirements as set out above.
- It is the responsibility of the candidates to make themselves available for interview, if invited to attend. CPSMA does not provide financial support to enable shortlisted applicants to attend for interview.

Release from Present Post

- It is a matter for the successful candidate to secure the agreement of the Board of Management of their school for release to take up the post.
- Successful candidates will be expected to be available to take up appointment on 3rd September 2018. Commitment of release from the Board of Management will be required. On receipt of an offer the successful candidate will be asked to seek immediate confirmation from the Chairperson of the Board of Management. The signed statement by the Chairperson should indicate that the Board of Management as employer is in a position to release the successful applicant.

CPSMA is an equal opportunities employer.

Canvassing will disqualify

