

**Catholic Primary School Management Association (CPSMA)**

**Post of Assistant General Secretary**

**Job Specification**

**November 2018**

1. **Introduction**

CPSMA wishes to appoint an Assistant General Secretary to assist the General Secretary in leading and developing the Association. Pending the identification of a suitable applicant, the appointment will be made early in 2019. The appointment will be made by the Board of Directors following an open, public competition. CPSMA is an equal opportunities employer.

1. **CPSMA and its role and structures**

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.

The work of the Association is overseen by the CPSMA Board of Directors assisted by the CPSMA Secretariat (situated in Maynooth). The Secretariat presently has a staff of 11 some of whom are direct employees and some of whom are seconded by the Department of Education and Skills.

CPSMA is a Company limited by guarantee and not having share capital. Although in receipt of some public funding it remains a private employer.

1. **Key Responsibilities of the Assistant General Secretary**

The Assistant General Secretary will be accountable to the CPSMA Board of Directors. The Assistant General Secretary’s line-manager will be the General Secretary.

The Assistant General Secretary will assist the Board and the General Secretary in delivering the strategic objectives of CPSMA by assuming some or all of the following responsibilities:

* Deputising for the General Secretary as the need arises; or when requested to do so
* Representing the Association in its communication and negotiation with external organisations, including the Department of Education and Skills, National Council for Special Education, Teaching Council, Tusla, Unions representing staff employed in schools, other management bodies and the media;
* Managing CPSMA staff (both directly employed and seconded staff) with a particular focus on human resources, probationary reviews, performance management and staff development;
* Compliance Management ensuring that CPSMA operates in an open transparent and accountable fashion and in full compliance with all relevant legislation and regulation;
* Overviewing and high-level management of the training activities provided by the association to its members;
* Maintaining the CPSMA register of members;
* Acting as recording secretary to the meetings of the CPSMA Board of Directors; and
* Such other duties as may be required from time to time.
1. **Essential qualifications, skill sets and previous experience**
* A good understanding of the Irish Primary Education System with particular reference to management, trusteeship and patronage;
* Understanding and appreciation of the role of CPSMA and the contribution of the CPSMA Secretariat to the work of the Association;
* Understanding and appreciation of a Catholic Educational Ethos of relevance to the contemporary Irish context;
* Practical knowledge and experience of primary education, HR management and law, and good governance;
* Leadership and managerial skills;
* Proven negotiation skills;
* High degree of analytical, conceptual and problem-solving skills;
* Strong oral and written communication;
* An honours academic degree with a minimum of a 2.2 classification;
* Ability to deal with all aspects of a multifaceted role; and
* Ability to work well as part of a team;
1. **Other skill sets / experience to the advantage of applicants**
* A relevant post graduate academic qualification;
* Other relevant qualifications or courses in the areas of law, corporate governance, human resources, leadership and management; and
* Availability to commence the post.
1. **Contract Term, Salary and other Benefits**

The successful applicant will be appointed on the basis of a three-year fixed term contract. In the case of a successful applicant who is already a permanent member of the staff of CPSMA, should the position be terminated at the end of the fixed term three-year contract, that person will retain their permanency within CPSMA and will also retain the salary level attained to the post of Assistant General Secretary.

The successful applicant will be appointed on a salary of €84,170 per annum commensurate with ability and experience. After two years, pending the outcome of a successful performance appraisal, it is anticipated that this salary will rise further.

CPSMA staff are members of a private pension scheme. The successful applicant will be enrolled in this scheme. CPSMA will contribute 5% of salary per annum into this scheme. The successful applicant may also contribute 5% of salary per annum into this scheme if they so wish.

1. **Application Procedure and Key Dates**

Five signed hard-copies of the application should be submitted by registered post by 5pm on December 7th 2018 to the Registered Offices of the Association as follows: