



diocese
of limerick
our catholic community



ST. SENAN'S EDUCATION OFFICE

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VACANCY FOR

ASSISTANT DIRECTOR

(Three-year fixed-term fulltime contract)

Serving the Patrons and Boards of Management of Catholic Primary Schools in the Catholic Archdiocese of Cashel & Emly and the Dioceses of Limerick, Kerry and Killaloe.

The successful candidate will work with the Director and team in the provision of necessary supports to further good governance and management in the Catholic Primary Schools in the Dioceses named above. Responsibilities include support of the Patrons in their dealings with management bodies, Trustees, Dept. of Education & Skills officials, Parents' Representative groups, and other education partners; support and advice to Boards of Management on matters pertaining to the management of Primary Schools under the Patronage of the Catholic Church.

Essential requirements for the post
<ul style="list-style-type: none">• Relevant 3rd level qualification and demonstrated experience in Legal, HR or General Management• Demonstrated knowledge of employment legislation and issues• Sound knowledge of employers' legal responsibilities• Demonstrated experience of negotiation and conflict resolution• Evidence of ability to develop, compile, deliver and evaluate training programmes and presentations to a variety of audiences• Openness to work collaboratively with a range of stakeholders within and outside of the Dioceses• Excellent organisational and planning skills• Ability to work on own initiative as well as part of a team• Excellent oral and written interpersonal and communication skills• A high level of proficiency in MS office• Full clean driving licence and own transport• Flexible attitude and willingness to travel nationally as the work requires.
Special requirements
<ul style="list-style-type: none">• Willingness to work flexible hours and engage in a significant amount of travel in support of training and meetings. There may be occasional overnight commitments• Respect for the teachings of the Catholic Church and willingness to support the Catholic ethos in Primary schools.

Completed application form to be returned via post or electronic mail to:

Recruitment, Diocese of Limerick, Diocesan Centre, St. Munchin's, Corbally, Limerick or email: recruitment@limerickdiocese.org by **12.00 noon on Friday, March 22nd 2019.**

Shortlisting and Garda Vetting will apply in respect of this position.

A panel may be formed from the recruitment process that will expire after 1 year.

Please note that incomplete or late applications will not be considered.



JOB DESCRIPTION

Position/Title:	Assistant Director St Senan's Education Office
Summary of the Service	<p>Provision of necessary advice, supports and resources to the Archdiocese of Cashel & Emly and the dioceses of Limerick, Kerry and Killaloe to:</p> <ul style="list-style-type: none">• assist Boards of Management of primary schools, under Catholic patronage, in the discharge of their governance responsibilities.• assist the Patrons and Trustees in the discharge of their responsibilities to diocesan Primary Schools.
Location:	Limerick Diocesan Centre, St. Munchin's, Corbally, Limerick.
Reporting to:	Director, St. Senan's Education Office
Terms and conditions of employment:	<p>This is a full-time, fixed term contract. Salary is commensurate with experience. The position is based on a 35 hour working week. Normal office hours are 8.30 am – 4.30 pm or 9.00 am – 5.00 pm. The nature of this role is that the postholder will need to be available to work in a flexible manner, operating a time-in-lieu system to facilitate the requirements of the post.</p>
Main Duties	<ul style="list-style-type: none">• Support and advise Boards of Management on the implementation of legislation and agreed national policies and procedures as outlined for the effective management of primary schools under the patronage of the Catholic Church.• Advise chairpersons and members of Boards of Management re. the development and implementation of policies and procedures.• Support to school management in the interpretation of Department of Education and Skills circulars and directives.• Support to chairpersons and Boards of Management in their dealings with Trade Unions, the WRC and other relevant agencies.• Development and delivery of training for Boards of Management.• Support and advise the Patrons of Catholic primary schools in the Archdiocese of Cashel & Emly and the dioceses of Limerick, Kerry and Killaloe, Killaloe and Limerick.• Management of complaints pertaining to the governance of primary schools under the patronage of the Archbishop/Bishops in the abovenamed dioceses.• Support to Diocesan Trustees of primary schools.• School visitation as required and necessary.• Line management of administrative staff.

<p>Essential Requirements</p>	<ul style="list-style-type: none"> • Relevant 3rd level qualification level • Familiarity with the current legislative and regulatory framework for the Patronage, Trusteeship and Governance of state funded primary schools in the Republic of Ireland. • Significant experience in Law, HR or General Management. • Knowledge of legislation and procedural requirements in the management of employment issues. • Commitment and energy to work with and relate well to a range of Stakeholders, internal and external, as well as training, supporting and enabling volunteer Boards of Management. • Facilitation and/or training skills and experience. • Knowledge of conflict management practices • Excellent report writing skills • Ability to adapt communication skills to a varied range of situations and audiences. • Proven aptitude to acquire and apply knowledge and keep abreast of changing governance requirements in a sector that is evolving. • Excellent organisational and planning skills. • Ability to work on own initiative as well as part of a team. • Proven ability to work well under pressure. • Knowledge of and commitment to Child Protection • ICT and administrative skills including use of Microsoft Office including Word, Excel and PowerPoint • Full clean driving licence and own transport • Flexible attitude and willingness to travel nationally as the work requires • Other duties as may be required from time to time



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APPLICATION FORM

Job Title Assistant Director, St Senan's Education Office
Location Diocesan Centre, St Munchin's, Corbally Limerick
Closing Date for Application Friday, March 22nd 2019 at 12.00 noon

PERSONAL DETAILS

Surname	
Title	
Forename(s)	
Address	
Postcode	
E-mail	
Tel. No.	
Mobile	
Current Salary	
Where did you hear about this post?	

Statement of suitability

(Please provide a statement of why you think your skills and experience are suitable for this role, max 300 words)

Describe the skills & experience you possess in the following areas that would enable you to fulfil the role as described in the job description

Knowledge/experience of relevant legislation and policy

Experience of working collaboratively

Evidence of facilitation and/or training skills

Evidence of organisational and planning skills

Evidence of ability to work on own initiative as well as part of a team

Experience of ICT skills

Experience of negotiation and/or conflict resolution

Employment Record

Please list brief particulars of the positions you held and experiences you obtained. Start with your present or most recent employer. Provide reasons for any gaps in your employment. (You may wish to submit this information in a sealed envelope with your name and marked "Confidential").

Dates		Employers Name, Location and Type of Business	Duties, Status and Nature of Work	Reason for Leaving
From	To			

Educational Background

University/ College	From	To	Courses and Results
Further Education and Formal Training	From	To	Courses and Results
School	From	To	Examinations and Results

ADDITIONAL INFORMATION

Please indicate any additional information which you feel may be helpful in assessing your suitability for the position

REFERENCES

Please include details of your current/most recent employer and two other referees, one of which should be a character reference. Referees must not be related to you. Referees will not be contacted prior to interview.

Name and Position of Referee	Capacity in which known to Referee	Address, E-mail and Telephone Number

Are you an Irish citizen or national of any EU country?

Yes No

Do you need a work permit to work in Ireland?

Yes No

DECLARATION

To the best of my knowledge and belief the replies given to the questions on this application form are true and I have disclosed all information which I consider relevant. I hereby declare that there is no reason rendering me unsuitable to work with children or vulnerable adults. I understand that appointment will be subject to references, satisfactory Garda vetting and a medical. If I accept an offer of employment and any of the information is subsequently found to be incorrect, my employment may be terminated.

Signature of Applicant:

Date:

Please complete all parts of this form and return by email to recruitment@limerickdiocese.org or post to

Recruitment, Limerick Diocesan Centre, St. Munchin's, Corbally, Limerick, clearly marking the application Assistant Director, St Senan's Education Office.

by 12.00 noon on Friday, March 22nd 2019