

ADVERT ID 229460

## General

### Irish Primary Principals' Network (IPPN) - Donegal

Donegal Donegal

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Other Education  
**Date Posted:** Thu Jan 30 2025 14:48:24  
**Application Closing Date:** Fri Feb 14 2025  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 1

#### POST DETAILS

**Title:**

Schools Executive Officer

**Description:**

Fixed-Term Contract to August 2026; Part-Time Hours

**Role Purpose:**

The purpose of this Joint Project/Compliance Officer role is to provide administrative and operational support to the four schools in the Donegal cluster of the Small Schools' Action Research project.

The Executive Officer will undertake key administrative duties traditionally performed by teaching principals, excluding secretarial work. This role will provide operational support, promote collaboration and ensure the effective management of shared resources across a cluster of schools. The role is being trialled as part of the Small Schools Project to alleviate the workload of teaching principals and enhance efficiency within small school settings.

**Key Details**

Hours: 16 hours per week, allocated as 4 hours per week, per school, per year. Flexibility is required for attendance at schools in the cluster, and the role will involve a blended working model (both on-site and remote). There will be one cluster meeting per month to review needs and priorities, update school principals and create action plans.

Rate of Pay: €20.08 per hour including holiday pay

Duration: 18-month fixed term contract.

Transport: The successful candidate must possess their own means of transport and a valid clean driver's license and appropriate insurance.

**Key Responsibilities:**

1. General Coordination and Collaboration with cluster schools to include school visits, cluster wide initiatives.

2. Administrative and Operational Support - management of substitute lists and Garda vetting, assisting with funding and grant applications, providing reminders of deadlines etc. to school management, supporting principals with applications for Summer Works/Emergency Works etc., maintaining/updating systems like Aladdin and Google Workspace including uploading pupil files, training staff on effective use of these systems and acting as a link person between schools in policy development under the guidance of school principals.

3. Resource Management - Audit and management of shared resources across the cluster, coordinating the procurement of ICT tools, licenses, textbooks, and other materials, securing

cost-effective deals, establishing and overseeing the use of shared libraries for books, SEN resources, and diagnostic assessments.

4. Professional Development and Training – organise continuous professional development (CPD) opportunities for teaching and non-teaching staff such as First Aid, Droichead training etc. and provide training on administrative systems for principals, secretaries and teachers or seek external expertise in this area.

5. Financial Oversight – assistant principals and boards with budget monitoring, VAT/RCT compliance and financial reporting to the FSSU and coordinate cluster-wide procurement strategies to maximise cost savings on shared purchases under the direction of the school principals and boards of management.

6. End-of-Year Review and Future Planning - conduct cluster reviews to assess progress, highlight achievements, and identify areas for improvement in consultation with the principals in the cluster.

7. School Buildings, Health & Safety and Compliance - conduct regular risk assessments related to health and safety, ensure compliance with legal and safety regulations, schedule and coordinate maintenance tasks, liaise with contractors, and ensure timely repairs, ensure all schools are prepared for Health and Safety Authority (HSA) inspections by managing necessary documentation and ensuring compliance with safety standards, ensure value contracts for utilities such as electricity and phone on behalf of the four schools, oversee the purchasing and management of cleaning and maintenance equipment, as well as the organising cleaning contracts. Also, to be the point of contact with outside agencies such as Irish Water, Utilities etc., to ensure GDPR Compliance and to ensure maintenance of HR records for all staff according to legal requirements. Compilation of a compliance calendar for the schools in the cluster.

8. Website Maintenance and IT Support - maintain each school's website, ensuring content is up to date and in compliance with Data and provide basic IT troubleshooting and coordinate with external IT providers, when necessary.

9. Point of contact with outside agencies - liaise with School Management Body to strengthen school ethos and form regular links with General Synod Board of Education, keep the school principals updated of developments at Synod level and provide opportunities for 'linking in' with the Management body on a more regular basis, liaise with Department of Education around minor works, emergency works, summer works projects and support with applications for funding, projects and initiatives such as cluster projects or Schools Excellence Funds.

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

- Commitment to confidentiality and professionalism due to the sensitive nature of school operations.
- Ability to work both independently and collaboratively within a cluster setting.
- Proven organisational and interpersonal skills in any setting, with the ability to build and maintain relationships across schools/organisations.
- Must have strong verbal and written communications and interpersonal skills.
- Enjoys working in a fast-paced work environment and adaptable to shifting priorities.
- Strong IT proficiency in MS Office suite, experience with Aladdin, Google Workspace and other similar office tools is desirable.
- Working knowledge of GDPR.
- Some knowledge of the Irish education system.

#### Additional Notes:

- The role is a pilot initiative as part of the National Small Schools Project and may evolve based on this specific cluster needs.
- The position is designed to reduce the administrative workload of teaching principals, ensuring they can focus on teaching and learning.
- A high level of flexibility is required, including travel between schools.
- Each appointment is subject to the sanction of the Department of Education.
- The successful candidate will report to the National Project Coordinator and the contract will provide for on-going performance review.
- Health, sick leave and general work record must be satisfactory.

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#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Apply To:** Applications should be in the form of a letter of application and CV, and be emailed to [jan@janharteassc.ie](mailto:jan@janharteassc.ie) with "Executive Officer" in the subject line by close of business Friday 14th February 2025

**County:** Donegal

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

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