

ADVERT ID 243494

## General

### ISCOIL LTD

Acorn Centre Warrenmount Blackpitts Dublin 8 D08W2X8  
<https://www.iscoil.ie>



### MAIN DETAILS

**Status:** Active  
**Level:** Other Education  
**Date Posted:** Wed Aug 20 2025  
**Application Closing Date:** Thu Sep 11 2025  
**Commencement Date:** Mon Oct 13 2025  
**Status of Post:** Permanent  
**Number of Vacancies:** 1

### POST DETAILS

**Title:**  
General Manager  
**Description:**  
General Manager  
Role Description

iScoil, a registered charity, is an accredited online education service for young people, aged 13-16 years, who are not in mainstream education. Students are referred to iScoil from Tusla's Educational Welfare Service. iScoil is at the forefront of designing and implementing a range of innovative, learner-centred programmes informed by research and evidence-based practice. We believe that digital technologies bring real opportunity to redesign approaches to learning.

iScoil aims to:  
Engage young people in learning  
Build confidence and self-esteem  
Offer accreditation opportunities  
Support progression to further education and employment

Visit [iScoil.ie](https://www.iscoil.ie) for more information

#### Primary Purpose

The General Manager, as a member of the senior leadership group, has responsibility for strategic leadership and oversight of the finance and human resource functions. This includes the production of budgets, management accounts, and financial and HR reports. The role includes supporting the CEO on projects and supporting managers on human resource functions, administration, CPD, and resource planning.

iScoil has a committed and energetic team with an established standard of good practice in delivering flexible, personalised, and innovative online learning programmes. The central team is based in Dublin 8 and works alongside a remote team of passionate and dedicated educators. This is an exciting opportunity for the right candidate who shares a commitment to the mission and values of iScoil.

Responsible to: Chief Executive Officer

Key relationships with: Chief Operating Officer, Director of Education, Administrator, and all members of the central team.

#### Responsibilities

Collaborating with the CEO and senior leadership group to shape and deliver organisational

strategy, strengthen leadership, and drive effective financial and operational planning  
Providing strategic advice and reports on financial sustainability  
Leading financial operations, including maintaining accounts, budgets, and reconciliations in line with internal financial controls, industry standards, and legal requirements  
Ensuring that appropriate financial management procedures, systems, and controls are implemented, including managing pension and payroll  
Overseeing the annual financial audit  
Supporting funding applications and managing funding contracts, including reporting, milestones, and budgets  
Adhering to service level agreements and regulatory requirements  
Leading human resource management, culture, and people strategy, including recruitment, onboarding, training, CPD, and record-keeping  
Developing, implementing, and updating policies and procedures  
Overseeing general office management, including management of the Administrator  
Chairing team meetings with a focus on collaboration and operational support  
Leading projects  
Developing iScoil's public profile, including representation at events and meetings

#### Experience and Qualifications

The General Manager will have financial and human resources training with at least three years' senior leadership experience within a similar sector. A knowledge of accounting and financial management systems is required. The successful candidate will have experience using a customer relationship management (CRM) system and Google Workspace (or similar). Experience in ensuring data protection compliance and adherence to regulatory and industry standards is required.

#### Skills and Competencies

Excellent leadership skills with a solution-focused mindset  
An ability to plan and think strategically, and work collaboratively in a team  
Strong financial and technical skills, with an attention to detail  
Excellent interpersonal skills, with the ability to collaborate effectively online and face-to-face  
An ability to build and maintain relationships with stakeholders and key partners, representing iScoil in a professional manner  
An ability to be self-directed, prioritise, deliver quality, whilst being responsive to the needs of a growing organisation

#### Terms and Conditions

Contract: This is a full-time role. The appointment is subject to Garda Vetting and reference checks.

Location: This is a hybrid role with an office base in Acorn Centre, Blackpitts, Dublin 8.

Deadline for application: 11th of September 2025 at 5pm, with interviews expected to take place during the week of the 22nd of September 2025.

Applications: By CV and cover letter to [recruitment@iScoil.ie](mailto:recruitment@iScoil.ie) with General Manager in the subject line.

iScoil is an equal opportunities employer

#### 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:** [recruitment@iscoil.ie](mailto:recruitment@iscoil.ie)  
**County:** Dublin  
**Postal District:** Dublin 8  
**Enquiries To:** [recruitment@iscoil.ie](mailto:recruitment@iscoil.ie)  
**Website:** <https://www.iscoil.ie>  
**Further Information:** <https://iScoil.ie>

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