

ADVERT ID 243979

General

Irish Primary Principals' Network (IPPN)

Richmond Glanmire Cork T45P406

<https://www.ippn.ie>

MAIN DETAILS

Status: Active
Level: Other Education
Date Posted: Fri Aug 29 2025
Application Closing Date: Wed Sep 17 2025
Status of Post: Fixed-term
Number of Vacancies: 1

POST DETAILS

Title:
Administrative Executive

Description:
Trinity Primary School
Tuam
Co Galway
H54 F970

Position Overview:

The Administrative Executive will undertake a range of administrative and operational duties to support the school principal. The purpose of the role is to reduce the administrative workload of the principal and enhance the overall operation of the school.

The role is being trialled as part of an Action Research Project funded by the Department of Education and Youth, to reduce the administrative workload on school Principals in order to free up time for the leading of teaching and learning. Part of the role will involve engaging with external evaluators.

Key Details

Contract Type & Duration: 3 Year Fixed Purpose contract

Hours: Full-time hours - 35 hours net per week.

Rate of Pay: Rate of Pay: The appointment will be made at the first point of this salary scale - €51,723. This is not negotiable. An incremental salary scale applies thereafter.

Annual Leave: 25 days (please note that this role is for 52 weeks per year and not restricted to the academic school year).

Working arrangement: A flexible approach to working arrangements is essential for this role. The successful candidate may be able to work remotely (from home) but will be required to be onsite as needed. Working arrangements will be subject to local requirements and agreed in consultation with the school principal.

Reporting to: School Principal

JOB DESCRIPTION

Key Role Responsibilities:

1. Finance and Resource Management: e.g.
 - Responsible for budgeting, payments, and maintaining financial records.
 - Support the Principal to meet the school's financial compliance requirements.
 - Responsible for managing procurement and implementing public procurement best practices.
2. HR Administrative Support: e.g.
 - Provide HR administration support to the Principal
 - Ensure that personnel documentation is up-to-date and compliant.
 - Support the Principal in the organisation of substitute teachers and SNAs.
3. Digital and IT System Management: e.g.
 - Responsible for the management and maintenance of the school's digital and IT systems.
 - Ensure systems are compliant and secure.
4. Health and Safety Management: e.g.
 - Conduct regular H&S Risk Assessments, ensure compliance with legal and safety regulations, and determine ways of reducing risk.
 - Ensure the appropriate maintenance and retention of H&S records
 - Liaise with external H&S authorities as necessary.
5. Facilities Management and Building Development
 - Support the Principal in building management activities and groundskeeping and manage maintenance and building contracts.
 - Manage maintenance and building procurement.
6. Compliance Management Systems
 - Support the Principal to ensure the compliant operation of the school in a range of areas including GDPR/data protection, SEAI returns, and copyright licensing.
7. Policy, Strategy and Action Plan Management Support
 - Provide administrative support to the planning and delivery of school policies, strategies and actions plans.
8. Supporting the Action Research Project
 - Actively participate in the Action Research Project by collecting and supplying data to evaluators about the tasks you carry out in this position. This may include filling out a weekly activity logs, answering questionnaires, engaging with field research or similar, and engaging with peers in the same role in other schools.

PERSON SPECIFICATION

Candidate Profile

The ideal candidate will have the following education & training, knowledge and experience, skills and competencies:

Education & Training

Have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programme) or equivalent

Or

Have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of comparable to Leaving Certificate standard or equivalent or higher

Or

Have appropriate relevant experience which encompasses equivalent skills and expertise and

Knowledge and Experience:

Essential

- Have a minimum of seven (7) years' experience in an administration role.
- Demonstrable experience in financial administration such as budget management, financial record keeping, and other financial processes.
- Excellent IT skills including proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and data entry software.
- Proven experience in dealing with compliance matters such as data protection, health and safety, safeguarding protocols, financial audit requirements or similar.
- Evidence of ability to work flexibly, both independently and collaboratively, to meet deadlines, achieve goals, and overcome challenges.
- Strong communication skills with demonstrable experience in producing clear and effective written materials such as reports or similar documentation.

Desirable:

- Knowledge and experience of procurement processes.
- A qualification/micro-credential in area relevant to the role such as administration, health and safety, data management, ICDEL, or similar.

Skills

The successful candidate must have:

- Excellent IT skills such as word processing and database management
- A demonstrated ability to maintain confidentiality and professionalism due to the sensitive nature of school operations.
- Excellent interpersonal skills with the ability to build and maintain strong working relationships with colleagues and various stakeholders.

- Excellent planning and organisational skills and the ability to prioritise efficiently and effectively to manage a significant and evolving workload.
- Enjoys working in a fast-paced work environment and adaptable to shifting priorities.
- A willingness to take on new tasks, adapt to software not used before and learn new processes as required.

Competencies

- Specialist Knowledge, Expertise and Self Development
- Efficient with ICT systems
- Strong Information Management/Processing & Decision Making
- Highly Organised
- Delivers Results & works well to deadlines
- Flexible and Adaptable
- Self-Reliant with Good Time Management
- Team Player
- Strong Interpersonal and Communication Skills
- Commitment to Excellence and Drive
- Thorough and Conscientious
- Resilient and Persevering in the face of challenges and setbacks

APPLICATION REQUIREMENTS

- Cover letter to include statements of how you have demonstrated the competencies of:
- Specialist Knowledge, Expertise and Self Development
- Information Management/Processing
- Referees (name, role, contact no.)
- CV (Digital)

APPLICATION REQUIREMENTS

Applications may be submitted by

APPLY TO THIS JOB VACANCY

Apply To:

APPLY TO THIS JOB VACANCY

If you are interested in applying for this role you can request the information booklet by emailing jan@janharte.ie with "Administrative Executive TPSG " in the subject line. The booklet sets out the job description in more detail and provides further details on the required competencies.

Applications should be emailed to jan@janharte.ie with "Administrative Executive TPSG in the subject line by Noon on Wednesday, 17 September 2025.

County:

Galway

Enquiries To:

jan@janharte.ie

Website:

<https://www.ippn.ie>

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