



Job Description

Patron's Secretary for Primary Schools, Diocese of Kildare and Leighlin

(Part-time, 20 hours per week, one-year contract)

Overview

There are 164 primary schools under the patronage of the Catholic Bishop of Kildare and Leighlin. Our educational network spans 56 parishes and includes schools which cater specifically for children with special educational learning needs. Our diocese is experiencing a period of positive change and development and we are now recruiting a part-time Patron's Secretary for Primary Schools who will join our small flexible team and will act as the Patron's representative in liaising and working with the Boards of Management of our diocesan Catholic primary schools.

Key Areas of Responsibility

Based in the Diocesan Education Office in Carlow Town and reporting directly to the Patron, the Patron's Secretary for Primary Schools will be responsible for:

- Liaising on behalf of the Patron with School Boards of Management regarding their responsibilities.
- Liaising with the Catholic Primary Schools Management Association (CPSMA) to provide advice and support for Principals and Chairpersons of Boards of Management.
- Reviewing school accounts annually and liaising with the Financial Services Support Unit (FSSU)
- Developing templates and guidelines to assist schools in drawing up School Admissions and other policies relevant to the Patron. Reviewing of school admissions and other policies and procedures.
- Evaluating requests from schools seeking approval to expand capacity and/or amalgamations
- Where conflicts arise, facilitating Boards of Management to effectively resolve any issues in line with best practice.
- Keeping up-to-date with Education and Employment Legislation, Department of Education and Skills circulars, guidelines, forms and publications and other legislation which impacts on schools.
- Performing any other duties and tasks within the scope of the role as directed by management from time to time.

Qualifications and Competencies

The successful person will ideally have:

- A primary degree in the field of education (Level 8) or equivalent – a Master’s degree or post-graduate qualification (Level 9) in Management, Leadership or a related field would be an advantage.
- A thorough understanding of the primary education sector in Ireland and a commitment to the ethos and values of our schools.
- Mediation, conflict resolution and group facilitation skills – a qualification in, or experience of mediation and or group facilitation would be an advantage.
- Excellent team-working skills and a positive, flexible and reliable approach to work.
- The ability to communicate effectively in a wide range of situations and to write and present information in a thorough and timely manner, using appropriate communication tools and techniques.
- An adaptable, approachable manner, good listening skills and the ability to network, influence and forge positive working relationships with key stakeholders.
- Sound judgement and decision-making skills and a systematic, organised approach which ensures the delivery of a consistently high standard of work within the required time-frames.
- A high degree of integrity, confidentiality and diplomacy.
- Excellent computer literacy and a proven capability in use of Microsoft Office (Word, PowerPoint, Excel, Access, Email).
- The ability to interpret end-of-year financial accounts would be an advantage.

Notes

- While the position is offered on a 20-hour per week basis, there may be a requirement to work additional hours at certain times of the school calendar.
- School boards work on a voluntary basis and meet in the evenings and on Saturdays. The successful person will be required to work some evenings and some Saturdays as part of the normal 20-hour week. Travel time and allowances will be provided.
- A full driving licence is essential.

KandLe is an Equal Opportunities Employer