**Diocesan Education Officer - Diocese of Kildare and Leighlin**

**30 hours per week, one-year contract.**

There are 162 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. We are now recruiting a Diocesan Education Officer for Primary Schools who will act as the Patron's representative in liaising and working with the Boards of Management of our primary schools.

**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 timeframes.

• 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.

**Key Areas of Responsibility**

Based in the Diocesan Education Office in Carlow Town and reporting directly to the Patron, the Diocesan Education Officer 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.

• Operation of the Diocesan Redeployment Panels.

• 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 school admissions policies 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, relevant procedures and legislation.

• Keeping up to date with Education and Employment Legislation, Department of Education circulars, guidelines, forms, publications and other legislation which impacts on schools.

• Performing any other duties and tasks within the scope of the role as directed by the Patron from time to time.

**Application Procedure:**

1. Download the Kandle Application Form attached to this advertisement.

2. Email your completed Application Form together with a covering letter to

vacancies@kandle.ie by 5pm on Friday 30th May 2025.

**Please note the following:**

• For further information about the work of KandLe, see our website at [**www.kandle.ie**](http://www.kandle.ie)

• The salary will be in the range of €40,000 - €45,000 PA (negotiable, based on qualifications and experience).

• All applications must be submitted on the **KandLe Application** **Form** to vacancies@kandle.ie - CVs should not be submitted.

• The closing date for receipt of completed applications is 5.00 pm on Friday 30th May 2025.

• Late or incomplete applications will not be accepted.

• Shortlisting will apply.

• Shortlisted candidates will be notified by telephone by Thursday 12th June 2025.

• Interviews will be held on the week beginning Monday 23rd June 2025.

• Canvassing will disqualify.

**Notes**

• While the position is offered on a 30-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 30-hour week. Travel time and allowances will be provided.

• A full driving licence is essential.