

## INFORMATION BOOKLET

### ADMINISTRATIVE EXECUTIVE

***Ballymahon Vocational School  
Ballymahon  
Co. Longford***

<b>Title of the Position</b>	Administrative Executive
<b>Reference:</b>	OSD 17/2025
<b>Duration</b>	3 Year Fixed Purpose Contract
<b>Hours</b>	Full-time, 35 hours net per week
<b>Annual Leave:</b>	25 days (please note that this role is for 52 weeks per year and not restricted to the academic school year).
<b>Reporting to:</b>	School Principal
<b>Pension:</b>	<b>This is a non-pensionable post</b>

**Working arrangement:** New employees will be required to work in the relevant role for a minimum of 6 months to ensure they are fully trained in their job role before a hybrid working option is available to them. The six-month term may be extended at the discretion of the Principal and Director, subject to the role responsibilities. Authority to remote work is at the discretion of the Principal and Director and the maximum number of days approved for employees is two days per week.

#### **Background:**

The Department of Education and Youth (DEY) has commenced work to develop a strategy to support school leaders. A key overall aim is to support the rebalancing of the principal's time towards leading teaching and learning. As part of this work, an action research project on the provision of administrative support in schools is being developed. This action research project is one of the commitments in the Programme for Government: *Trial administrative supports and arrangements for principals and boards of management to reduce the non-educational aspect of their workloads*. To deliver on this commitment an action research project to trial new administrative roles in schools is being commenced. These roles have the title Administrative

Executive. These roles will focus on supporting the principal. The roles will be trialled in six schools, three Primary schools and three Post Primary schools. The trial will run for a period of three years.

LWETB is now holding a competition for one temporary Administrative Executive, to be employed on a Fixed Purpose Contract of Employment for a period of 3 years. Candidates must have the requisite knowledge, skills and competencies to carry out the role and be capable and competent of fulfilling the role to a high standard.

**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.

**Responsibilities:**

Duties may vary depending on the needs of the school. Key responsibilities may include, but are not limited to, the following:

- **Finance and Resource Management:**
  - Provide support to the Principal for budgeting, payments, and maintaining financial records in line with relevant school accounting procedures.
  - Support the Principal to meet the school's financial compliance requirements to legal, regulatory and statutory bodies.
  - Provide support to the Principal in managing procurement and implementing procurement practices that are in accordance with good governance, transparency and the requirements of relevant public sector guidelines for procurement.
  - Manage grant applications, processes, and implementation (e.g. the Schoolbook Scheme and STEM grants and ERASMUS plus etc)
  - Support the Principal's work related to the compliance requirements of the Board of Management. Provide administrative support for school fundraising initiatives.
  - Support the Principal in relation to financial reporting to the ETB
  
- **HR Administrative Support**
  - Support the Principal in relation to school recruitment needs as required and coordinate with the ETB
  - Ensure that personnel documentation is up-to-date and compliant with all relevant guidelines/legal requirements including Garda vetting, and Teaching Council registration.
  - Support the Principal in the organisation of substitute teachers and SNAs, ensuring compliance paperwork is up-to-date.
  - Organise paperwork related to Student Teacher placements.
  - Manage HR data inputting processes, including the processing of staff data.

- **Digital and IT System Management**
  - Supporting the management and maintenance of the school's digital and IT systems including hardware, software, and internet access.
  - Ensure systems are compliant and secure, and can effectively support the various needs/requirements of the school including administration.
  - Provide basic IT troubleshooting and coordinate with external IT providers, when necessary.
  - Support the maintenance of the school website and social media.
  
- **Health and Safety Management**
  - Conduct regular risk assessments related to health and safety, ensuring compliance with the most up-to-date legal and safety regulations, and determine ways of reducing risk.
  - Ensure the appropriate maintenance and retention of
    - A register of concerns
    - Incident report forms
    - Risk assessments
    - Maintenance records of fire safety equipment
    - Records of fire drills
    - Records of fire safety training
    - First aid records
  - Liaise with external health and safety authorities and the ETB as necessary and ensure school is prepared for Health and Safety Authority inspections by managing necessary documentation
  - Ensure that all new equipment purchased is installed correctly and safely.
  
- **Facilities Management and Building Development**
  - Support the Principal in building management activities and upkeep of Grounds. Duties may include the coordination of maintenance schedules and liaising with contractors to ensure timely inspections, upkeep and repairs.
  - Support the maintenance and building procurement processes and ensure OGP and Department of Education and Youth Technical Guidance Documents/ETB compliance.
  - Support the maintenance and building contracts.
  
- **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.
  
- **Policy, Strategy and Action Plan Management Support**
  - Provide administrative support to the planning and delivery of school policies, strategies and actions plans.

- **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.
  
- **Other duties**
  - Any other reasonable duties as assigned by the Principal to support the school management team in the operation of the school.

This list is not exhaustive but serves to reflect the nature of the duties included in the role. Given the nature of the organisation and the requirement to respond to school needs on an ongoing basis, the role is subject to change over time.

**Person Specification**

**Essential:**

- Have a minimum of three (3) 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, ICDL, or similar.

**Note:**

Qualifications/eligibility may not be verified until the final stage of the recruitment process. Therefore, those candidates who do not possess the eligibility requirements, and proceed with their application, are putting themselves to unnecessary effort/expense and will not be offered a position from this campaign.

**Competencies**

The successful candidates will be required to show evidence of the following competencies:

<b>Specialist Knowledge, Expertise and Self Development</b>	<ul style="list-style-type: none"> <li>• Has excellent IT skills such as word processing and database management</li> <li>• Is open to providing and receiving feedback in order to facilitate skills development</li> <li>• Is committed to self-development and continuously seeks to improve personal performance</li> <li>• Knowledge and experience of procurement processes.</li> </ul>
---	---

<b>Information Management/Processing</b>	<ul style="list-style-type: none"> <li>• Approaches and delivers all work in a thorough and organised manner</li> <li>• Follows procedures and protocols, understanding their value and the rationale behind them.</li> <li>• Keeps high quality records that are easy for others to understand.</li> <li>• Draws appropriate conclusions from information.</li> <li>• Suggests new ways of doing things better and more efficiently.</li> </ul>
<b>Delivery of Results</b>	<ul style="list-style-type: none"> <li>• Takes responsibility for work and sees it through to the appropriate next level.</li> <li>• Completes work in a timely manner.</li> <li>• Adapts quickly to new ways of doing things.</li> <li>• Demonstrates initiative and flexibility in ensuring work is delivered.</li> <li>• Is self-reliant and uses judgment on when to ask manager or colleagues for guidance.</li> <li>• Has good organisational and time management skills.</li> <li>• Utilises ICT systems effectively in completing administrative tasks related to the work.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Shows respect for colleagues and co-workers.</li> <li>• Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate.</li> <li>• Offers own ideas and perspectives.</li> </ul>
<b>Interpersonal and Communication Skills</b>	<ul style="list-style-type: none"> <li>• Actively listens to others and tries to understand their perspectives, requirements, and needs.</li> <li>• Is respectful, courteous and professional, remaining composed, even in challenging circumstances</li> <li>• Communicates clearly and fluently when speaking and in writing</li> <li>• Establishes positive, professional relationships with colleagues and all stakeholders</li> </ul>
<b>Professional Practice, Commitment and Drive</b>	<ul style="list-style-type: none"> <li>• Consistently strives to perform at a high level</li> <li>• Is thorough and conscientious, even if work is routine</li> <li>• Is enthusiastic and resilient, persevering in the face of challenges and setbacks</li> <li>• Is personally honest and trustworthy</li> <li>• Understands and respects pupils and parents confidentiality</li> </ul>

## **Eligibility Criteria**

### **Health:**

A candidate for, and any person holding, the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. Those under consideration for a position, may, at the discretion of the employer be required to complete a health and character declaration and will be required to complete a Garda Vetting form.

### **Eligibility to Work Requirement:**

Candidates must have a valid and current work permit or visa that allows them to work in the Republic of Ireland for the duration appointment i.e. 3 years.

### **Garda Vetting and Child Protection:**

Prior to taking up duty, the successful candidate will be required to get satisfactory Garda Vetting clearance and must complete mandatory child protection and safeguarding training in accordance with organisational and legal requirements.

### **Candidates must:**

- Have the knowledge and ability to discharge the duties of the post concerned.
- Be suitable on the grounds of character.
- Be suitable in all other relevant respects for appointment to the post concerned.

## **CONDITIONS OF SERVICE**

### **Terms of Appointment**

The appointment of this temporary Administrative Executive position will be for three years. The successful candidate will be employed by LWETB (not the Department of Education and Youth) on a 3-year fixed-purpose contract subject to a probationary period that will not exceed 12 months and will cease on completion of the pilot project. If at any time during the probation period, it appears that the appointee would not be suitable for final appointment the contract will be terminated. The Unfair Dismissals Acts 1977 to 2001 shall not apply to a dismissal consisting only of the expiry of the fixed term of this contract without its being renewed.

### **Salary**

Point 1: €51,723. All appointments will be made at the first point of this salary scale and this is non-negotiable. An incremental salary scale applies thereafter. The rate of remuneration may be adjusted from time to time in line with government pay policy.

### **Reporting Structure**

The appointee will report directly to the school Principal.

### **Annual Leave**

LWETB'S Annual Leave Year runs from January to December. The annual leave allowance for this position is 25 days per annum. Please note your annual leave entitlement will be pro-rata based on your start date. This allowance is subject to the usual conditions regarding the granting of annual leave. All office closures (other than normal public and bank holidays and Good Friday) are

incorporated in your annual leave entitlement. Leave will be granted, subject to Line Management approval, which must be sought in advance.

### **Termination**

The appointment will be terminated by one month's notice in writing on either side.

### **Pension**

This is not a public service role and the successful candidate will not be a public servant. Therefore this post will not entitle the successful candidate to a public service pension. However, effective 1 January 2026 if you are not already enrolled in a PRSA or a pension plan, you will automatically be enrolled in the National Auto-Enrolment Retirement Savings Scheme, called My Future Fund.

### **Location**

This position will be located in **Ballymahon Vocational School, Ballymahon, Co. Longford**. New employees will be required to work in the relevant role for a minimum of six months to ensure they are fully trained in their job role before a hybrid working option is available to them. The six-month term may be extended at the discretion of the Principal and Director of Schools, subject to the role responsibilities. Authority to remote work is at the discretion of the Principal and Director of Schools and the maximum number of days approved for employees is two days per week.

### **General**

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the successful candidate's employment contract.

### **Other Important Information**

LWETB will not be responsible for refunding any expenses incurred by candidates. The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that LWETB is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position LWETB will make all such enquiries that are deemed necessary to determine the suitability of that candidate and once referees are submitted we may contact them without reverting to you beforehand.

Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

### **Confidentiality**

All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

### **Deeming of candidature to be withdrawn**

Candidates who do not attend for interview when and where required by LWETB or who do not, when requested, furnish such evidence as LWETB require in regard to any matter relevant to their candidature, will have no further claim to consideration.

### **Data Protection**

We will collect and process all data in compliance with current Data Protection legislation.

### **Feedback**

Upon written request, feedback will be provided to unsuccessful candidates who attend for interview.

### **How to apply:**

Applications should be in the form of

- a cover letter to include statements of how you have demonstrated the competencies of:
  - Specialist Knowledge, Expertise and Self Development
  - Information Management/Processing
  - Delivery of Results
  - Teamwork
  - Interpersonal and Communication Skills
  - Professional Practice, Commitment and Drive
  
- an up to date CV to include referees

Applications should be emailed to [headofhr@lwetb.ie](mailto:headofhr@lwetb.ie) with “**Administrative Executive OSD 17/2025**” in the subject line not later **than 13.00 hours on Monday 22<sup>nd</sup> September 2025**.

Candidates can also request our information booklet prior to submitting an application and are encouraged to do so.

Your application will be assessed on the information you submit.

Incomplete applications will not be considered.

Late applications will not be accepted.

All Applications will be acknowledged. This should not be taken as confirmation that the submission is a valid application.

### **Selection Process**

It is important to note that while you may meet the essential qualification(s) and eligibility requirements of the position, if the numbers applying for the position are such that it would not be practical to interview everyone, LWETB may decide to employ a shortlisting process to select candidates for interview against pre-determined criteria based on the requirements of the position.

Candidates who are not shortlisted are not necessarily deemed unsuitable, or incapable of undertaking the job, rather that those candidates who were shortlisted demonstrated more clearly their suitability for the specific position in terms of their qualifications/experience/skills and competencies.

## Interview process

Selection, from shortlisted candidates, shall be by means of a competition based on a competency-based interview.

- Interviews will be conducted by a panel of 3 to include the school Principal and the Chair of the Board of Management.
- Interviews may be conducted in person or online and will be competency based interviews. If being conducted online Candidates that are selected for interview will be supplied with guidelines in this regard.
- Candidates will be assessed and scored based on the requirements of the role
- If successful at interview, referees may be contacted directly by LWETB without further notice to candidates.
- Canvassing by or on behalf of the applicant will disqualify.
- Provisional date for interviews is as soon as is practical post-closing date. Provisional date is week commencing **October 6<sup>th</sup> 2025**.
- It is the responsibility of the candidate to ensure that their application is received before the stated deadline.
- All enquiries regarding your application should be made to [headofhr@lwetb.ie](mailto:headofhr@lwetb.ie) using “**Administrative Executive – OSD 17/2025**” reference in the subject line of the email.
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.
- LWETB is registered as a Data Controller. Data will be processed in accordance with the school’s and ETB’s Data Protection Policy and retained in accordance with the records’ retention schedule therein.

The personal data supplied in your application is required for the purposes of recruitment (including shortlisting and interviewing), assessment of qualifications and general administration. While the information provided will generally be treated as confidential, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education and Youth, the Department of Social Protection, Gardaí, the CSO, Revenue, other statutory bodies, or with former or subsequent employers.

Should you wish to update or access your personal data you should write to LWETB.

- LWETB is an equal opportunities employer.