



Oide Head of Administration

Job Description and General Notes

1. Overview

Oide is a cross-sectoral teacher professional learning support service under the remit of the Teacher Education Section (TES) of the Department of Education (DE) which offers professional development support to primary and post-primary teachers and school leaders in Ireland. Oide was formed on 01 September 2023, following the integration of four existing services, the Professional Development Service for Teachers (PDST), Junior Cycle for Teachers (JCT), the National Induction Programme for Teachers (NIPT) and the Centre for School Leadership (CSL).

Oide's purpose is to support the professional learning of teachers and school leaders in Ireland through the development of high quality, innovative and responsive learning opportunities that enable teachers and school leaders to better meet the educational needs of all learners.

Oide currently has a full-time vacancy for the position of **Head of Administration** in the Administration Division of Oide. The person appointed will be an employee of Oide's Host Education Centre, Monaghan Education Centre, with a remit for Head of Administration.

The divisions in Oide are listed below:

- Administration
- Digital Technologies
- Droichead Induction
- GaelAonad
- Primary 1
- Primary 2
- Post-primary 1
- Post-primary 2
- Leadership

The Head of Administration will have responsibility for leading and managing the work of the Administration division of Oide, which services the administrative functions and supports the work of the entire organisation.

The Head of Administration will report to the relevant Oide Deputy Director, in the first instance and will be responsible for general office management and overseeing the carrying out of all administrative tasks and roles in Oide.

The Head of Administration will also report on a regular basis to the Director of Monaghan Education Centre as a representative of the Management Committee so that the host can fulfil its responsibilities as employer along with responsibilities for financial and corporate governance.



The Managing Director of Oide has overall responsibility for the management and leadership of Oide.

2. Job Description

The **overall remit** of the **Head of Administration** will be to lead and manage the Administration division of Oide, thereby contributing to the overall development of the organisation in ensuring quality of provision, consistency and cohesion across the administrative function. The post will encompass elements of team leadership and strategic planning for the administrative function of Oide to ensure a high standard of service delivery nationally and to ensure compliance with best-practice and all relevant standards of corporate and financial governance.

The **Head of Administration** will have responsibility for oversight and management functions in respect of personnel working in the Administration division of Oide, including Finance Manager, HR Manager, and all other Oide funded administrative staff, in conjunction with relevant Education Centre Directors and Oide Management. (Currently 45 administrative staff circa). Line management responsibilities may include, but not be limited to, areas such as performance management, assignment of work, approval of annual leave, sick leave, travel, and subsistence claims, and employee assistance and welfare issues.

Under the day-to-day direction of the Deputy Director of Oide, the **Head of Administration** will typically be responsible for:

- Informing and influencing the strategic direction of the Administration division in line with the overall strategic direction of Oide.
- Supporting and guiding Oide, following its recent establishment, in collaboration with the Oide Senior Management team.
- Timely planning of the administrative support for effective delivery of the annual work plan/s of each division on a yearly basis.
- Ensuring the high quality of administrative service delivery within the Administration division of Oide including any administrative functions carried out on Oide's behalf in Education Support Centres nationally.
- Regular attendance at Oide senior management meetings to provide timely updates on ongoing administrative work and future planned developments.
- Preparing reports and collating other data for Oide and the Department on an on-going basis/as required and in a timely manner.
- Reporting on a regular basis to the Director of Monaghan Education Centre.
- Cooperating with and maintaining regular and effective communication with Directors of Education Support Centres nationally relating to the administrative functions of Oide, as applicable.
- Promoting excellence, innovation and best practice in the administrative support of the provision of Oide's professional learning supports nationally.
- Establishing efficient and transparent procedures to:



- Establish open lines of communication with administrative staff in Oide and line-manage administration staff roles and responsibilities.
- Support the induction and ongoing training of administration staff.
- Provide oversight of the timely preparation of the Oide annual budget and the development of and compliance with financial reporting procedures thus ensuring good governance and value for money.
- Provide oversight for the preparation and administration of yearly and ongoing recruitment of secondees to Oide (liaising closely with TES area with responsibility for recruitment, Oide Senior Management and the Director of Monaghan Education Centre).
- Other responsibilities as may be required by Oide management.

The responsibilities of the **Head of Administration** may vary in accordance with emerging needs and priorities.

3. Range of knowledge, experience and skills:

Required Qualifications:

Have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent or have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being to Leaving Certificate standard or equivalent or higher or have appropriate relevant experience which encompasses equivalent skills and expertise.

Required Experience:

- Excellent leadership, interpersonal, management and organisation skills and a proven track record in leadership of administrative work of others.
- Excellent communication, people management and motivation skills with a demonstrated ability to pro-actively manage and coordinate the work of others.
- Excellent planning and coordination skills including knowledge and experience of data collection, budgeting, financial reporting, report writing and presentations.
- Excellent track record with proven and varied experience in leading the administrative functions of a team or an organisation.
- Excellent digital competencies, with demonstrated experience in implementing and working with IT system solutions for administrative work.
- Good knowledge of relevant legislation and corporate governance compliance.
- Proven capacity to work independently and collaboratively including leading teams.
- Flexibility to meet the business needs of the organisation, including a willingness to engage in travel and/or evening work as necessary.
- An enterprising approach to tasks and the capability to undertake the innovative and challenging elements of the work.



Desired:

- Demonstrated experience in the leadership of administrative functions of a team or organisation in the field of education.
- Excellent knowledge of Microsoft 365 platform systems to support administrative functions.
- Competency to communicate through the medium of Irish, where relevant.

4. Location

- The Head of Administration will be expected to work onsite in the Host Education Centre, **Monaghan Education Centre**, for a minimum of three days per week.
- The successful candidate will be required to have their own means of transport and to possess and retain a full clean driving licence. Public Sector travel and subsistence rates will apply.

5. Competition

- Any offer of appointment will only be made where it is considered that a suitable candidate for the post exists.
- The contract will provide for on-going performance review.
- Health, sick leave, and general work record must be satisfactory.

6. Salary

- The salary for the **Head of Administration** is aligned to **Grade VI** of the Salary Scale for Clerical and Administrative Staff in ETB Schools in accordance with Circular 0035/2024 which is accessible at this [LINK](#).

7. How to apply

Applications should be made by submission of a letter of application, CV with contact details for two referees. This should be submitted no later than **4pm on Friday 19th July 2024** to recruitment@metc.ie

Interviews will be held in person at a location to be confirmed as soon as possible after the application closing date.

8. Selection Procedure



- Monaghan Education Support Centre will comply with the terms of the General Data Protection Regulation (GDPR) and all other relevant data protection legislation in relation to the data submitted during the recruitment process.
- A selection committee will be established to carry out all aspects of the selection process.
- Shortlisting may apply.
- It is the responsibility of the candidates to make themselves available for interview, if invited to attend. Candidates should note that it may not be possible to provide an alternative date.
- Candidates called for interview may be asked to make a five-minute presentation (without the use of digital or other visual aids) on their vision for the role of Oide Head of Administration.
- A panel may be formed from which future vacancies may be filled.



Ceann Riaracháin Oide

Sainchuntas Poist agus Nótaí Ginearálta

1. Forléargas

Is seirbhís tacaíochta trasearnála foghlaim ghairmiúil múinteoirí í Oide atá faoi shainchúram na Rannóige um Oideachas Múinteoirí (ROM) sa Roinn Oideachais (RO) a chuireann tacaíocht forbairt ghairmiúil ar fáil do mhúinteoirí bunscoile agus iar-bhunscoile agus do cheannairí scoile in Éirinn. Bunaíodh Oide an 01 Meán Fómhair 2023, tar éis do cheithre sheirbhís reatha a bheith comhtháthaithe, an tSeirbhís um Fhorbairt Ghairmiúil do Mhúinteoirí (SFGM), an tSraith Shóisearach do Mhúinteoirí (SSM), an Clár Náisiúnta Ionduchtaithe do Mhúinteoirí (CNIM) agus an Lárionad um Cheannaireacht Scoile (LCS).

Is é cuspóir Oide tacú le foghlaim ghairmiúil múinteoirí agus ceannairí scoile in Éirinn trí dheiseanna foghlama ardchaighdeán, nuálacha agus freagrúla a fhorbairt a chuireann ar chumas múinteoirí agus ceannairí scoile freastal níos fearr ar riachtanais oideachais gach foghlaimeora.

Tá folúntas lánaimseartha ag Oide faoi láthair don phost mar **Ceann Riaracháin** i Rannán Riaracháin Oide. Beidh an duine a cheapfar ina fhostaí de chuid Ionad Óstála Oide, Ionad Oideachais Mhuineacháin, a bhfuil sainchúram air don Cheann Riaracháin.

Feictear sa liosta thíos na rannáin in Oide:

- Riarachán
- Teicneolaíochtaí Digiteacha
- Ionduchtú Droichead
- GaelAonad
- Bunscoil 1
- Bunscoil 2
- Iar-bhunscoil 1
- Iar-bhunscoil 2
- Ceannaireacht

Beidh an Ceann Riaracháin freagrach as obair rannán Riaracháin Oide a threorú agus a bhainistiú, rannán ar cúram dó na feidhmeanna riaracháin a riar agus tacú le hobair na heagraíochta ar fad.

Beidh an Ceann Riaracháin freagrach don Leas-Stiúrthóir Oide ábhartha, ar an gcéad dul síos agus beidh sé freagrach as bainistíocht ghinearálta oifige agus as maoirseacht a dhéanamh ar chur i gcrích na gcúraimí agus na ról riaracháin go léir in Oide.

Tabharfaidh an Ceann Riaracháin tuairisciú ar bhonn rialta do Stiúrthóir Ionad Oideachais Mhuineacháin mar ionadaí don Choiste Bainistíochta ionas gur féidir leis an óstach a chuid freagrachtaí mar fhostóir a chomhlíonadh chomh maith le freagrachtaí maidir le rialachas airgeadais agus corparáideach.



Is ar Stiúrthóir Bainistíochta Oide atá freagracht fhoriomlán as bainistíocht agus ceannaireacht Oide.

2. Cur Síos ar an bPost

Is é **sainchúram foriomlán** an **Chinn Riaracháin** rannán Riaracháin Oide a threorú agus a bhainistiú, rud a chuirfidh le forbairt fhoriomlán na heagraíochta chun cáilíocht an tsoláthair, na comhsheasmhachta agus an chomhtháthaithe a chinntiú ar fud na feidhme riaracháin. Cuimseoidh an post gnéithe de cheannaireacht foirne agus pleanáil straitéiseach d'fheidhm riaracháin Oide chun ardchaighdeán seachadta seirbhíse a chinntiú go náisiúnta agus chun a chinntiú go gcloítear leis an dea-chleachtais agus le gach caighdeán ábhartha rialachas corparáideach agus airgeadais.

Beidh **an Ceann Riaracháin** freagrach as feidhmeanna maoirseachta agus bainistíochta maidir le pearsanra a bhíonn ag obair i rannán Riaracháin Oide, lena n-áirítear Bainisteoir Airgeadais, Bainisteoir Acmhainní Daonna, agus gach ball foirne riaracháin eile atá maoinithe ag Oide, i gcomhar le Stiúrthóirí ábhartha an Ionaid Oideachais agus Bainistíocht Oide. (Faoi láthair tá tuairim is 45 ball foirne riaracháin ann). D'fhéadfadh réimsí amhail bainistíocht feidhmíochta, sannadh oibre, ceadú saoire bhliantúil, saoire bhreioiteachta, taisteal, agus éilimh chothaithe, agus saincheistanna cúnamh agus leasa fostaithe a bheith san áireamh i bhfreagrachtaí na bainistíochta líne, agus d'fhéadfaí nithe eile a bheith i gceist freisin.

Faoi threoir laethúil Leas-Stiúrthóir Oide, is iondúil go mbeidh an **Ceann Riaracháin** freagrach as na nithe seo a leanas:

- Bonn eolais a chur faoi agus tionchar a imirt ar threo straitéiseach na rannóige Riaracháin i gcomhréir le treo straitéiseach foriomlán Oide.
- Tar éis a bhunaithe le déanaí, tacaíocht agus treoir a thabhairt d'Oide, i gcomhar le foireann Bhainistíocht Shinsearach Oide.
- Pleanáil thráthúil na tacaíochta riaracháin chun plean/pleananna oibre bliantúla gach rannáin a sheachadadh go héifeachtach ar bhonn bliantúil.
- Ardchaighdeán an tseachadta seirbhíse riaracháin a chinntiú laistigh de rannán Riaracháin Oide, lena n-áirítear aon fheidhmeanna riaracháin a dhéantar thar ceann Oide in Ionaid Tacaíochta Oideachais ar fud na tíre.
- Freastal rialta ar chruinnithe bhainistíocht shinsearach Oide chun nuashonruithe tráthúla a sholáthar ar obair riaracháin leanúnach agus ar fhorbairtí pleanáilte don toadhcháil.
- Tuarascálacha a ullmhú agus sonraí eile a thiomsú d'Oide agus don Roinn ar bhonn leanúnach/de réir mar is gá agus go tráthúil.
- Tuairisciú ar bhonn rialta do Stiúrthóir Ionad Oideachais Mhuineacháin.
- Comhoibriú le Stiúrthóirí Ionaid Tacaíochta Oideachais go náisiúnta de réir mar is infheidhme, agus cumarsáid rialta agus éifeachtach, a bhaineann le feidhmeanna riaracháin Oide, a choinneáil leo.



- Barr feabhais, nuálaíocht agus dea-chleachtas a chur chun cinn maidir le tacaíocht riaracháin a thabhairt do sholáthar tacaíochtaí foghlaim ghairmiúil Oide go náisiúnta.
- Nósanna imeachta éifeachtúla agus trédhearcacha a bhunú chun:
 - Línte oscailte cumarsáide a bhunú leis an bhfoireann riaracháin in Oide agus bainistíocht líne a dhéanamh ar róil agus ar fhreagrachtaí na foirne riaracháin.
 - Tacú le hionduchtú agus le hoiliúint leanúnach na foirne riaracháin.
 - Maoirseacht a sholáthar ar ullmhú tráthúil bhuiséad bliantúil Oide agus ar fhorbairt agus comhlíonadh nósanna imeachta tuairiscithe airgeadais, rud a chinnteoidh dea-rialachas agus luach ar airgead.
 - Maoirseacht a chur ar fáil d'ullmhú agus do riaradh earcú bliantúil agus leanúnach daoine ar iasacht chuig Oide (dlúth-theagmháil a choinneáil le réimse ROM atá freagrach as earcaíocht, Bainistíocht Shinsearach Oide agus Stiúrthóir Ionad Oideachais Mhuineacháin).
- Freagrachtaí eile de réir mar a éilíonn bainistíocht Oide.

D'fhéadfadh freagrachtaí an **Chinn Riaracháin** athrú ó thráth go chéile de réir na riachtanas agus na dtosaíochtaí a thiocthadh chun cinn.

3. Réimse eolais, taithí agus scileanna:

Cáilíochtaí Riachtanacha:

Grád D3 ar a laghad a bheith bainte amach acu i gcúig ábhar i Scrúdú na hArdteistiméireachta (clár ardleibhéil nó gnáthleibhéil, clár na hardteistiméireachta feidhmí nó gairmchlár na hardteistiméireachta) nó a chomhionann nó a bhfuil pas faighte acu i scrúdú ag an leibhéal cuí laistigh de chreat cáilíochtaí DCCÉ ar féidir a mheas go bhfuil sé ar chaighdeán na hArdteistiméireachta nó a chomhionann nó níos airde nó a bhfuil taithí ábhartha chuí acu a chuimsíonn scileanna agus saineolas atá coibhéiseach;

Taithí Riachtanach:

- Sárscileanna ceannaireachta, idirphearsanta, bainistíochta agus eagraíochta agus cuntas teiste cruthaithe i gceannaireacht ar obair riaracháin daoine eile.
- Sárscileanna cumarsáide, bainistíochta daoine agus inspreatha agus cumas léirithe acu obair daoine eile a bhainistiú agus a chomhordú go réamhghníomhach.
- Sárscileanna pleanála agus comhordaithe lena n-áirítear eolas agus taithí ar bhailiú sonraí, buiséadú, tuairisciú airgeadais, scríobh tuarascálacha agus láithreoireachtaí.
- Cuntas teiste den scoth le taithí chruthaithe agus éagsúil ar fheidhmeanna riaracháin foirne nó eagraíochta a threorú.
- Inniúlachtaí digiteacha den scoth, le taithí léirithe ar réitigh chórais TF le haghaidh obair riaracháin a chur i bhfeidhm agus a oibriú.



- Eolas maith ar reachtaíocht ábhartha agus ar chomhlíonadh rialachas corparáideach.
- Cumas cruthaithe oibriú go neamhspleách agus go comhoibríoch lena n-áirítear foirne a threorú.
- Solúbthacht chun freastal ar riachtanais ghnó na heagraíochta, lena n-áirítear toilteanas taisteal agus/nó obair thráthnóna a dhéanamh de réir mar is gá.
- Cur chuige fiontraíoch i leith tascanna agus an cumas tabhairt faoi ghnéithe nuálacha agus dúshlánacha na hoibre.

Inmhianaithe:

- Taithí léirithe i gceannaireacht feidhmeanna riaracháin foirne nó eagraíochta i réimse an oideachais.
- Sáreolas ar chórais ardáin Microsoft 365 chun tacú le feidhmeanna riaracháin.
- Inniúlacht chun cumarsáid a dhéanamh trí mheán na Gaeilge, nuair is cuí.

4. Suíomh

- Beifear ag súil go n-oibreoidh an Ceann Riaracháin ar an láthair san Ionad Oideachais Óstach, **Ionad Oideachais Mhuineacháin**, ar feadh trí lá ar a laghad sa tseachtain.
- Beidh ar an té a cheapfar a modh iompair féin a bheith acu agus ceadúnas iomlán tiomána glan a bheith acu agus ina seilbh. Beidh rátaí taistil agus cothaithe na hEarnála Poiblí i bhfeidhm.

5. Comórtas

- uNí dhéanfar aon tairiscint cheapacháin ach amháin sa chás go meastar go bhfuil iarrthóir oiriúnach ann don phost.
- Déanfar foráil sa chonradh d'athbhreithniú leanúnach ar fheidhmíocht.
- Caithfidh sláinte, saoire bhreoteachta agus taifead ginearálta oibre a bheith sásúil.

6. Tuarastal

- Tá tuarastal an **Chinn Riaracháin** ailínithe le **Grád VI** den Scála Tuarastail d'Fhoireann Chléireachais agus Riaracháin i Scoileanna BOO de réir Imlitir 0035/2024 atá inrochtana ag an [NASC seo](#).

7. Conas iarratas a dhéanamh

Ba chóir iarratais a dhéanamh trí litir iarratais, CV le sonraí teagmhála do bheirt mholtóirí a chur isteach. Ba chóir é sin a chur isteach tráth nach déanaí ná **4in ar an Aoine, 19 ú Iúil 2024** chuig recruitment@metc.ie

Is féidir agallaimh a réachtáil ar líne nó go pearsanta ag láthair atá le deimhniú chomh luath agus is féidir tar éis dháta deiridh an iarratais.



8. Nós Imeachta Roghnúcháin

- Comhlíonfaidh Ionad Tacaíochta Oideachais Mhuineacháin téarmaí an Rialacháin Ghinearálta maidir le Cosaint Sonraí (RGCS) agus gach reachtaíocht ábhartha eile um chosaint sonraí maidir leis na sonraí a chuirtear isteach le linn an phróisis earcaíochta.
- Bunófar coiste roghnúcháin chun gach gné den phróiseas roghnúcháin a chur i gcrích.
- D'fhéadfadh gearrliostú a bheith i gceist.
- Tá sé de fhreagracht ar na hiarrthóirí iad féin a chur ar fáil le haghaidh agallaimh, má thugtar cuireadh dóibh freastal orthu. Ba chóir d'iarrthóirí a thabhairt faoi deara go mb'fhéidir nach mbeifear in ann dáta eile a chur ar fáil.
- Is féidir go gcuirfí painéal le chéile as a bhféadfaí folúntais amach anseo a líonadh.