

	<ul style="list-style-type: none"> • Effective interpersonal skills to support strong relationships when dealing with all relevant internal and external stakeholders, contractors, and suppliers. • Understand and follow policies, processes, and procedures. • Solution focused and flexible approach. • Computer literacy including developed skills in Microsoft Office applications (Word, Outlook, Access, Excel). • Willing to take on training and development opportunities the school recommends.
<p>Skills, competencies and/or knowledge</p>	<p>Leadership and Direction: Understands the issues and challenges and is committed to best practice. Ability to work in a complex environment, influences and drives change, with a focus on improving systems, processes, and quality. Uses data, knowledge, and experience to make recommendations to improve service.</p> <p>Managing and Delivering Results: Collaborates with key stakeholders to clarify requirements and expectations. Ability to multitask and effectively manage competing and changing priorities. Focuses on achieving high standards of excellence and continuous improvement. Manages resources and time effectively to deliver results to required standard and within the timeframe. Monitors targets and progress to achieve outcomes.</p> <p>Problem Solving and Decision Making: Considers the impact of decisions before acting, anticipates and solves problems. Makes sound, well informed and timely decisions, in difficult and pressured situations and knows when to involve others.</p> <p>Teamwork: Demonstrates the ability to work independently as well as part of a wider team. Has excellent influencing and negotiating skills. Takes responsibility to initiate activities and drive objectives through to conclusion.</p> <p>Communication and Relationships: Demonstrates good interpersonal skills. Develops and manages effective working relationships with internal and external stakeholders. Uses knowledge and experience to solve issues, manage conflict effectively and maintain strong stakeholder relationships. Communicates in a positive and clear way, both orally and in written form.</p>
<p>Tenure</p>	<p>Full time permanent position</p>
<p>Salary and benefits</p>	<p>Salary circa €45k+ Negotiable (DOE) to include 'out of hours' responses. (40 hours per week - starting at 07.15am) with one hour for lunch paid. Flexible working hours will be considered. Hybrid working model in place. 4 weeks annual leave plus paid bank holidays Enhanced sick pay scheme. Paid maternity leave (after three years' service).</p>