



Loreto Education Trust Board

Company Limited by Guarantee

Loreto Education Centre, Springfield Park, Foxrock, Dublin 18

Tel: (01) 2899956 e-mail: info@loretoeducationcentre.ie www.loretoeducationtrust.ie

Loreto schools aim to form young people of faith, of truth, of sincerity, seeking justice and freedom, in joyful service for the greater glory of God

The Loreto Education Trust Board invites applications for the full time position of

Chief Executive Officer (CEO)

This appointment will be for a 5 year fixed term contract beginning on 1 September 2024. The contract may be extended by mutual agreement.

Working from the Loreto Education Centre in Foxrock, Dublin 18 in a hybrid manner to be agreed with the Trust Board, the CEO will have the following principal roles:

- Working closely with the Trust Board to foster and develop the Loreto characteristic spirit and ethos as articulated in the Philosophy document and inspired by Gospel values and the Mary Ward charism
- Overseeing the work of the Loreto Education Centre
- Providing leadership, support, strategic vision and a range of services to the 32 primary and post-primary schools in the Loreto network in both the Republic of Ireland and Northern Ireland
- Arranging for the appointment and support of Boards of Management in Loreto schools
- Liaising with government departments, agencies and national educational bodies involving Loreto schools – JMB, APTCS, ACCS, CPSMA, CSTS, GBA
- Adapting to changing circumstances to meet the needs of Loreto education now and into the future

An attractive contract will be negotiated with the successful applicant covering salary, annual leave, hybrid working arrangements and other terms and conditions.

See below for details of the job description and required skills and competencies.

Loreto Education Trust Board is an Equal Opportunities Employer.

Loreto Education Trust Board reserves the right to enhance criteria for the purpose of short-listing.

The Board reserves the right to interview only those candidates who, from the information on the letter of application and CV, are considered to be the most suitable in terms of experience, qualifications, knowledge, skills and abilities.

Evidence will be gathered from the letter of application and CV, interview, certificates of qualifications and references in the nomination of a suitable candidate for appointment as CEO.

To apply:

Please forward a letter of application and comprehensive CV (including the contact details of 3 referees, one of whom must be your most recent employer) by post to:

The Chairperson, Loreto Education Trust Board, Loreto Education Centre, Springfield Park, Foxrock, Dublin 18

Or

electronically to recruitment@loretoeducationcentre.ie

All applications should be submitted with the envelope/header marked:

CEO APPLICATION – STRICTLY CONFIDENTIAL

Applications must be received by noon on Thursday, 2 May 2024.

Job Description for the position of Chief Executive Officer (CEO)

The CEO creates and promotes a culture of improvement, collaboration, innovation and creativity within the Loreto network of schools. S/he fosters a commitment to inclusion, equality of opportunity and the holistic development of each person. Informed by and contributing to the Loreto characteristic spirit and ethos, and guided by Mary Ward values, the CEO works collaboratively with others to enrich the lives of those within its schools. High quality experiences will ensure Loreto remains a model for best practice, education and outreach. The CEO displays high levels of confidentiality, integrity and discretion.

A. Accountable to:

Loreto Education Trust Board (hereinafter referred to as the Trust Board)

Main point of contact: Chairperson, Trust Board

B. Overall Role and Functions

The general role of the CEO is to lead and work collaboratively with all stakeholder groups in furtherance of the following key functions:

1. Providing leadership, support and strategic vision for the Loreto network of 32 primary and post-primary schools in both the Republic of Ireland and Northern Ireland, in close co-operation with the Trust Board and Loreto Education Centre (hereinafter referred to as the Centre) staff
2. Fostering and developing the Loreto characteristic spirit and ethos as articulated in the Philosophy document and inspired by Gospel values and the Mary Ward charism
3. Exercising particular Patron functions in collaboration with Centre staff as the executive arm of the Trust Board
4. Ensuring that Loreto Boards of Management are enabled to fulfil their governance role effectively and that policy, practice and procedure are underpinned by the Loreto characteristic spirit
5. Communicating clearly, effectively and in a timely manner with all relevant stakeholders and acting as a point of contact for the media should a situation requiring same arise
6. Engaging - with the prior approval of the Trust Board or following consultation with the Chairperson, Trust Board - specific expertise that may be required from time to time e.g. legal, public relations, financial, property, recruitment
7. Liaising with government departments, agencies and national educational bodies involving Loreto schools – Joint Managerial Body (JMB), Association of Patrons and Trustees of Catholic Schools (APTCS), Association of Community and Comprehensive Schools (ACCS), Catholic Primary School Management Association (CPSMA), Catholic Schools Trustee Services (CSTS), Governing Bodies Association (GBA)
8. Adapting to changing circumstances to meet the needs of Loreto education now and into the future

C. Specific Duties/Responsibilities

In furtherance of the role and functions stated above, the CEO will have the following specific duties/responsibilities:

1. Loreto Education Centre

- To fulfil the role of line manager for all Centre staff in relation to attendance, leave arrangements and oversight of their individual roles, functions and responsibilities within the organisation
- To keep the functioning of the Centre under ongoing review and to bring any proposed organisational changes to the Trust Board for its approval
- To organise all meetings of Centre staff and to provide an agreed report from such meetings at each subsequent Trust Board meeting
- To liaise closely with the Chairperson of the Trust Board in relation to all aspects pertaining to the role of line manager
- To manage the upkeep of the Centre building in co-operation with the Loreto Property Service Provider

2. Schools

- To provide support and advice to Boards of Management, Principals and Deputy Principals on current education issues and on the outcomes of research
- To advise schools in developing key policies
- To provide support/resources for Teacher Induction Programmes in the Loreto context
- To provide training and ongoing support for Boards of Management through cluster meetings and other means, in collaboration with them and others as required
- To provide relevant inservice for schools and Boards on request
- To provide appropriate Middle Leaders training in collaboration with other Trust bodies where possible
- To organise the following conferences:
 - Post-Primary Principals (biannual)
 - Post-Primary Deputy Principals (annual)
 - Primary Principals and Deputy Principals (annual)
 - Chairpersons of Boards of Management/Governors (annual)
- To organise, as appropriate, meetings/seminars/workshops for various groups from Loreto schools
- To devise and implement a programme for visiting Loreto schools on an annual basis and in an agreed manner, in consultation with the Trust Board
- To analyse the annual reports from Loreto schools and to report on same to the Trust Board
- To facilitate, at school level, discussion of any issues arising from school visits and the annual report
- To assist schools with procedures for the appointment of Principals and Deputy Principals, when required, and to liaise with the Chairperson of the Trust Board in relation to Trustee nominees on selection committees for such appointments
- To liaise as required with the co-ordinators of Loreto inter-schools debating and sports events and to arrange for the appointment of such co-ordinators

- To encourage and promote Development Education and other Justice initiatives within the Loreto network

3. Boards of Management

(i) Appointment of Boards of Management

- To note the Boards of Management due for renewal well in advance of October each year
- To contact the secretary of all relevant Boards re: timeframe within which parent and teacher nominees will be required by the Trust Board
- To engage with the Trust Board, Chairpersons and Principals, as required, to identify suitable people to serve as trustee nominees on Boards of Management
- To contact Chairpersons, Principals and trustee nominees re: needs of the school at the time of Board renewal in accordance with internal protocols governing such matters
- To ensure that final proposed draft of Board of Management membership is formally presented to the Trust Board for appointment prior to 15 October in the year of renewal
- Following appointment of Boards of Management by the Trust Board, to proceed with all aspects of administration in co-operation with relevant Centre staff

(ii) Supporting Boards of Management in their Governance Role

- To communicate with schools re: the initial training for Boards (usually in conjunction with the JMB, ACCS, APTCS, CPSMA, CSTS and GBA)
- To consider initiatives designed to support Boards of Management in the exercise of their roles e.g. visits to Boards, cluster meetings for Boards on a regional basis. All of the latter should be undertaken in context of the Loreto characteristic spirit and the implications for governance of core values underpinning Loreto education
- To act as point of contact for chairperson/secretaries of Boards in relation to issues requiring liaison with and/or advice from the Trust Board

4. Loreto Network Education Committee (LNEC)

- To organise, attend and contribute to regular meetings of the LNEC, thereby facilitating the exchange of ideas, good practice and expertise between Loreto schools
- To inform the Trust Board of the ongoing work of the committee

5. Trust Board

- To attend all meetings of the Trust Board, to contribute to matters under discussion, to report, with colleagues, on the work of Centre staff and to bring any relevant matters of concern to the attention of the Trust Board
- Based on research, to prepare key policy statements for Trust Board approval in relation to education in Loreto schools

6. Company Secretary

- To fulfil all responsibilities associated with the role of Company Secretary in the context of relevant legislation and the Trust Board's Memorandum and Articles of Association

- In co-operation with the Office Manager, to liaise with Walsh O' Brien Harnett in relation to all matters pertaining to the Companies Registration Office (CRO) and the Companies Regulatory Authority (CRA)
- In co-operation with Centre staff, to compile the Company's Annual Report in advance of each year's Annual General Meeting and to ensure that all protocols and procedures are adhered to including notification re: meeting within designated timeframe as set out in the Memorandum and Articles of Management
- In co-operation with the Office Manager, to ensure that a proper Governance Code is in place and that all elements of same are adhered to by the Trust Board
- To deal with all Company-related correspondence on behalf of the Trust Board

7. Other

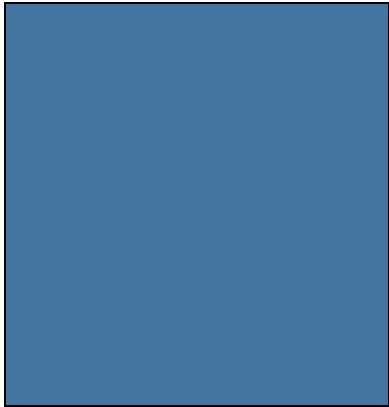
- To liaise with other education bodies and agencies in order to keep up-to-date with education developments at national level and to advise the Trust Board, schools and Centre staff accordingly
 - To undertake other activities as may be deemed necessary by the Trust Board
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Required skills and competencies for the position of Chief Executive Officer (CEO)

A number of key competencies (knowledge, skills, abilities and behaviours) have been identified as being essential for the effective performance of the role and function of CEO (as outlined in the Job Description.)

Role/Key Function of CEO	Competencies Required
Providing Leadership support and strategic vision for the Loreto network of schools	<p>Strategic Management including Leading the Loreto organisation in Ireland and the development of its faith based schools.</p> <ul style="list-style-type: none"> • Leadership and Management skills. • Visionary, inspiring others to share the vision. • Translating vision to reality by developing strategies and guiding team actions and behaviours. • Demonstrating excellence in responding to change. • Capacity to make decisions, think through consequences, take action, be responsible and respect accountability, acting with reason and wisdom. • Seeking opportunities for continued development and growth of the organisation. • Commitment to excellence and innovation ensuring Loreto is a model for best practice, education and outreach.
Foster and develop the Loreto characteristic spirit as articulated in the Philosophy document and inspired by Gospel values and the Mary Ward charism.	<ul style="list-style-type: none"> • Understanding of and commitment to the Loreto characteristic spirit and ethos. • Nurturing and developing appreciation for the underpinning Loreto charism in all aspects of the role. • Ensures a student-centred focus remains central to all thinking and actions.
Exercising particular Patron functions in collaboration with Centre staff as the executive arm of the Loreto Education Trust Board.	<ul style="list-style-type: none"> • In-depth knowledge, understanding and, ideally, experience of the exercise of school patronage. • Empowerment of Education Centre staff in fulfilling their duties on behalf of the Trust Board - promoting positive HR practices, good communication and collaboration among team members, underpinned by the Loreto ethos and a student-centred focus.
Ensuring that Loreto Boards of Management are enabled to fulfil their governance role effectively and that policy, practice and procedure are underpinned by the Loreto characteristic spirit and ethos	<p>Knowledge and understanding of school governance in Loreto schools to include:</p> <ul style="list-style-type: none"> • Educational Law, policy and practice. • Employment, Labour and Equality Law policy and practice • Human Resource Management • Health & Safety, Child Protection, Pastoral Care • Finance. • Good general knowledge.

	<ul style="list-style-type: none"> • Policy writing and development underpinned by Loreto characteristic spirit. <p>Ability to</p> <ul style="list-style-type: none"> • Proactively nurture talent and provide opportunities for people and students to grow in confidence and skill. • Seek expert training development and expertise within and outside the Loreto community. • Guide evolution of teams, ensuring professional development and ability to effectively lead in a changing world
<p>Communicating clearly, effectively and in a timely manner with all relevant stakeholders and acting as a point of contact for the media</p>	<p>Effective Communication skills</p> <p>Ability to</p> <ul style="list-style-type: none"> • Enthuse, motivate and inspire others. • Build teams. • Present ideas, be innovative and creative to ensure progression. • Engage positively with all stakeholders and external providers.
<p>Engaging, specific expertise that may be required from time to time e.g. legal, public relations, financial, property, recruitment</p>	<p>Ability to</p> <ul style="list-style-type: none"> • Remain informed of local and national developments and to identify needs at any given time or into the future. • Proactively engage expert advice from within the Loreto organisation and externally when required in consultation with the Trust Board. • Ensure systems and policies will be reflective of the Loreto characteristic spirit and in keeping with legislation. • Act with financial prudence and reference to Trust Board
<p>Liaising with national educational bodies involving Loreto schools</p>	<p>Ability to</p> <ul style="list-style-type: none"> • Expertly manage within a global perspective of the worldwide network of Loreto schools. • Be immersive and action oriented
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Leads by example and sets high expectations in personal and working standards. • Exhibits a dignified presence and quality engagement with others. • A student-centred focus remains central to all thinking and actions. • Demonstrates creativity, initiative, positivity, and resilience. • Has a clear knowledge of personal strengths and challenges and the ability to understand personal impact on others. • Ability to discern and reflect. • Maintains confidentiality and discretion. • Recognises the role that emotions can play in thinking and cognitive activity.



- Looks to one's own wellbeing.
 - Recognises the importance, and display a willingness, to regularly critique own professional practice with the Trust Board and develop understanding of effective and sustainable leadership as a CEO.
 - Possesses a clear and demonstrable commitment to the vision of Mary Ward, the Loreto characteristic spirit and ethos.
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