



Alexandra College

Alexandra College was founded in 1866 and set out to fulfil the need for advanced education for women at a time when the prevailing system did not provide them with any opportunities for real academic involvement, or prepare them for any engagement in public, social or academic affairs. The College has always stood for freedom and diversity in religious beliefs, social inclusion and equality. Today, Alexandra College is comprised of three key components: a junior school, a senior school and a boarding community. An all-girls' school, Alexandra College delivers excellence in academia, within the framework of a broad, liberal curriculum. Students who attend the College come from all parts of Ireland and the College has a thriving global community here as well. In 2017, the College had 850 pupils across its senior and junior schools and 127 staff, with 29 of these staff roles comprised of administration and support roles.

Alexandra College has been based at its current campus in Milltown since 1972 and will celebrate its 50th anniversary at the Milltown campus in 2022. Over the years Alexandra College has continued to grow and flourish. Being a leader in girls' education, the College continues to develop and innovate. It has recently developed both a strategic education plan and a campus master plan. The master plan envisions the redevelopment of the current Milltown College campus by 2022. To ensure that the administrative and support functions which underpin Alexandra College operate at an optimal level, and to lead on all administrative functions, the College is seeking to appoint a Chief Administrative Officer.

Chief Administrative Officer

Reporting to the principal, the Chief Administrative Officer will be responsible for leading all administrative and support functions at Alexandra College. The post-holder will be responsible for Human Resource Management and developing HR policy, oversight of the College's IT infrastructure and database management, financial management and oversight of the College's marketing function. The Chief Administrative Officer will provide effective leadership to team members of the administrative team and will foster an environment of continuous professional development and learning. She/he will be a member of the College's Senior Management Team (SMT) and will work closely with the principal and other SMT members in delivering the College's strategic and master plans and on researching and developing the College's educational offering, including adult education and summer educational programmes.

Alexandra College is seeking an experienced and astute leader, possessing a strong management skillset and a track record of achievement in a senior administrative/corporate services role. The Chief Administrative Officer will support the principal of the College by ensuring all administrative functions operate efficiently and provide maximum output.



ALEXANDRA COLLEGE
DUBLIN



Transforming
Not-for-Profits

If you are a committed leader looking to make a contribution to the community of Alexandra College then contact Adrian McCarthy in strictest confidence at Adrian.Mccarthy@2into3.com or call direct on +353 1-234-3135 for a confidential discussion. The closing date for applications is the **29th June**.

For more information on Alexandra College please see <https://alexandracollege.eu>.