

The Board of Management of

_____ **NS**

_____ **(give address)**

invites applications from suitably qualified primary teachers
for the post of

PRINCIPAL

from <date>_____.

This is a _____ teacher girls'/boys'/mixed primary school under
the Patronage of the Catholic Bishop of (name Diocese)
/Church of Ireland Bishop of (name Diocese)
/Educate Together/etc.

[and/or under the trusteeship of the (named) Religious Congregation. (if relevant)]

Application must be made on the 'Application Form for Primary Principalship'
which is available from

The Chairperson, Board of Management,
_____ (give address)_____

Completed application forms will be accepted up to
_____ **pm on** _____ **(date)** _____ **200**____ .

Notes for Chairperson

(See next page.)

Notes for Chairperson

- Please note the contents of [Primary Circular 19/05](#)
- It is suggested that three weeks would be allowed for the return of completed application forms.
- It is suggested that the advertisement would also be published on <http://www.educationposts.ie/>
- Please set out the school details on the attached two pages, which should be typed or completed using block capitals in black ink.
- Attach a copy of the two completed “School Details” pages to each blank “*Application Form for Primary Principalship*” requested.
- The appointment procedures as set down in the Department of Education and Science publication “Boards of Management of National Schools: Constitution of Boards and Rules of Procedure” (also available in Appendix D, p 45, CPSMS “Management Board Members’ Handbook” <2004 edition>) must be complied with, together with [Primary Circular 2/02](#) regarding:
 - A. Eligibility Criteria for Appointment as Principal Teacher in Primary and Special Schools
 - B. Change to the procedure for the Assessment of Eligibility of Applicants for Principal Teachers
 - C. Change to the Procedure for the Notification of teachers.

Employment and Equality legislation must be complied with.

The documents (including this) relating to the appointment of a principal teacher in a national school can be downloaded from www.corkandross.org.
(See <http://www.corkandross.org/jsp/education/resourcesbom.jsp>)