

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](http://www.corkandross.org).  
(See <http://www.corkandross.org/jsp/education/resourcesbom.jsp>)