Coláiste Cholmcille

Ballyshannon
Telephone: 071 9858288
Fax: 071 9851369

POST OF RESPONSIBILITY VACANCY

Post of Assistant Principal II

Number of Posts:
1 x Temporary

The Board of Management of Coláiste Cholmcille invites applications from eligible candidates for the above post(s). The post will be filled in accordance with Circular Letter 0003/2018 and Information Note TC 0004/2024. Applicants should familiarise themselves with this Circular at https://www.education.ie/en/Circulars-and-Forms/)

Please note a panel will be established for any acting posts of responsibility at this level that may arise during this academic year. The panel will cease to exist at the end of the academic year.

Applicants should familiarise themselves with this Circular(https://www.education.ie/en/Circulars-and-Forms/)

The appointee will become part of the Leadership and Management Team in the School.

The roles and responsibilities of the post will be based on the Leadership & Management needs and priorities of the school and will be commensurate with the level of the post.

Eligibility criteria - ***Assistant Principal II:***

- *be fully registered with the Teaching Council under route 2 or under route 3 as per the accompanying clarification issued by the DE in June 2018 and*
- *have a minimum of 1 year's teaching service recognised by DE for incremental credit purposes**. [Where it is not obvious that the applicant has a minimum of 1 years' teaching service, then that teacher should provide a statement of service from the DE as evidence of incremental service]***

The post will be interviewed and marked in accordance with the criteria and marking scheme in circular letter 0003/2018.

Leading Learning and Teaching (25 marks)	**Managing an Organisation** (25 marks)
Leading School Development (25 marks)	**Developing Leadership Capacity** (25 marks)

Note:

- Appointment to the post of responsibility will be conditional on the teacher being available to carry out the roles and responsibilities assigned to the post.
- The successful candidate needs to be in the position for 84 days or more (12 weeks) to be paid an allowance for a temporary post.
- Selection Board and interviews shall be as outlined in DE Circular Letter 0003/2018.
- The Appeals procedure outlined in Circular Letter 0003/2018 applies.
- Candidates are referred to the following which are posted on the staff notice board:
    - the full list of identified Leadership and Management needs and priorities of the school.
    - The list of post holders, level of their post and summary of their roles and responsibilities.

Applications should be made on the official Post of Responsibility Application Form which is attached, available from the School Office in hard copy and online through the school website.

Closing date for receipt of completed applications is: Thursday November 19th 2026 at 4pm

Interviews are provisionally scheduled for: Week of Monday 30th November 2026

Candidates are advised that late applications cannot be accepted.

SIGNED: _C Fagan_____ DATE: ___05th Nov 2026_____

Secretary, Board of Management *Date Posted on Staff Noticeboard/Emailed*