

ADVERT ID 144078

## Deputy Principal

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### St Mary's Primary School

College Street Mullingar  
<https://www.stmarysmullingar.ie>

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#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Primary  
**Date Posted:** Mon Oct 19 2020 10:37:41  
**Application Closing Date:** Fri Nov 6 2020  
**Commencement Date:** Wed Jan 6 2021  
**Status of Post:** Permanent

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#### SCHOOL DETAILS

**School Type:** Mainstream with Special Classes  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Classification:** DEIS 2  
**Total No. of Teaching Staff:** 30  
**Current Enrolment:** 430  
**Droichead school:** Yes

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#### POST DETAILS

**Additional Information:** The Board of Management of St. Marys Primary School invites applications for post of Deputy Principal.

The school is a co-educational primary school with a Catholic ethos under the patronage of the Catholic Bishop of Meath Bishop Tom Deenihan.

There are 16 mainstream classes, 2 ASD Preschool classes, 9 SET positions, 12 SNAs, Principal and Deputy Principal.

The overall responsibility of the Deputy Principal is to assist the Principal in the management of the school and in upholding the school's ethos and policies. In addition to the discharge of specific curricular, pastoral, administrative and management duties, the Deputy Principal also exercises a leadership and motivational role within the school. The Deputy Principal shall report to the Principal and the Board of Management, as and when requested. The Deputy Principal may also be required to deputise for the Principal in her absence.

The Deputy Principal is required to exercise flexibility and full involvement in the school, in partnership with and under the direction of the Principal, to meet the daily needs of the school.

The roles and responsibilities of the Deputy Principal relate to the 4 domains of leadership and management as specified in DES Circular 0044/2019: Leading Teaching and Learning; Managing the Organisation; Leading School Development; and Developing Leadership Capacity.

The following skills, knowledge and experience are desirable:

- A knowledge of and commitment to the Catholic Ethos of the School
- An excellent knowledge and understanding of Leadership, Management and Administration of a Primary School

- An understanding of inclusion and diversity.
- Experience in the area of School Policy Development
- Excellent communication skills, expressed both in leadership and teamwork
- A proven capacity in successfully leading and managing school teams
- Evidence of and a high level of commitment to ongoing Professional Development
- The ability to promote a culture of learning and creativity in the school.

The role and responsibilities of this post are subject to review and change according to procedures set out in Circular 0044/2019. The responsibilities of the role will require participation in the leadership role outside of the standard school day and outside the standard school year.

Please include Letter of Application and copy of Religious Certificate with your application. Applications by email only to [applicationdp@stmarysmullingar.ie](mailto:applicationdp@stmarysmullingar.ie) on or before Friday 6th November 2020.

#### APPLICATION REQUIREMENTS

- [Standard Application Form for Principalship/Deputy Principalship](#)
- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- CV (Unbound/Slide Binder)
- Teaching Council Registration

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Roll Number:** 18381O  
**Apply To:** Chairperson  
St. Marys Primary School  
College Street  
Mullingar  
**County:** Westmeath  
**Enquiries To:** [applicationdp@stmarysmullingar.ie](mailto:applicationdp@stmarysmullingar.ie)  
044 9341517  
**Website:** <https://www.stmarysmullingar.ie>

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