

ADVERT ID 254040

## Deputy Principal

### School of the Holy Spirit

School of the Holy Spirit Callan Road Kilkenny Kilkenny R95 DV56  
<https://www.holyspiritkilkenny.com>

#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Wed Jun 3 2026  
**Application Closing Date:** Wed Jun 17 2026  
**Commencement Date:** Tue Sep 1 2026  
**Status of Post:** Permanent

#### SCHOOL DETAILS

**School Type:** Special School  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 20  
**Current Enrolment:** 84  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

The Board of Management of School of the Holy Spirit invites applications for the position of Administrative Deputy Principal. This is a permanent position appointed through open competition.

The Deputy Principal will work with the Principal and The School Leadership Team to support and develop the effective management, development and wellbeing of our school.

##### Staff Information:

The present teaching staff is 14 on site teaching staff, 4 supply teachers, 32 SNAs, school secretary, BOM secretary, caretaker and 24 school bus escorts.

##### School Description:

School of the Holy Spirit is a special vertical school which caters for students with a diagnosis of Autism and / or Emotional Behavioural Difficulties and other disabilities. 84 students attend the school aged 4-18 years.

School of the Holy Spirit is a Catholic school under the patronage of the Diocese of Ossory. The successful candidate will display knowledge and appreciation of the Catholic ethos of the school which is the core of the school's values and philosophy.

##### Eligibility Criteria for Appointment:

1. Applicants must be fully registered with the Teaching Council and have a minimum of five years recognised teaching service ideally in a special educational setting.
2. School Leadership experience is essential.
3. Appointment to this position will be subject to reference checks and Occupational Health screening, current Garda vetting requirements, and proof of qualifications. Please note you must include your current Principal as a reference for a Child Protection check as per the new Child Protection Procedures for Schools 2025.
4. The roles and responsibilities of this post align with the four domains of leadership and management .

1. Leading Learning and Teaching
2. Managing the Organisation
3. Leading School Development
4. Developing Leadership Capacity

Essential Skills and Knowledge Required:

Excellent knowledge and understanding of leadership, management, and administration within a special school setting.

Ability to work in partnership with the Principal to lead and manage a large, dynamic school community.

Capacity to lead school development initiatives, including curriculum development and implementation, school self-evaluation and school support plan oversight

Flexibility and willingness to be fully involved in the day-to-day life of the school and respond proactively to the evolving needs of a special school community.

Capacity to deputise effectively for the Principal when required.

Strong commitment to special education and a thorough understanding of current and emerging developments in the sector specifically in the area of autism and complex behaviour.

Clear knowledge of the diverse curriculum pathways available to students aged 5–18 years in our setting.

Capacity to acknowledge and validate the experiences and emotional journeys of parents and students.

Commitment to foster and maintain the very positive, supportive, and inclusive working environment which is inherent to School of the Holy Spirit and consistently promote a culture of Wellbeing.

Key Areas of Responsibilities will include the following:

Promoting a culture of attendance in School of the Holy Spirit and completing and having oversight of all relevant paperwork and implementing the Attendance Strategy.

Liaising with teachers across the whole school community from Primary to Secondary and the the School Leadership Team regarding Policy formation , oversight of student support plans and curriculum planning.

Working in conjunction with the Principal, families and students and visiting Professionals to achieve better outcomes for our students while also keeping accurate and organised records of meeting outcomes and areas of focus

Organise sub cover for SNA absences and ensuring smooth day-to day operations including organising rotas for morning supervision etc.

Assisting in the organising and mentorship of teaching / non-teaching staff and trainee students.

Working in collaboration with the Principal and the School Leadership Team to develop the School Self Evaluation Plan/ School Leadership Priority Matrix.

Dedication to 'shared leadership' model to support and deputise for the Principal effectively

At regular intervals, but at minimum every two years, the Deputy Principal is required to undertake a review with the Principal. Roles and responsibilities will be reviewed in the context of the changing needs and priorities of the school and the professional development of the Deputy Principal. This may result in the reassignment of roles/responsibilities.

## APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- [Standard Application Form for Principalship/Deputy Principalship - in English](#)
- Letter of Application
- Teaching Council Registration

Applications may be submitted by

- Post

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 19523N  
**Apply To:** Administrative Deputy Principal Position  
Chairman Board of Management.  
School of the Holy Spirit  
Callan Road  
Kilkenny  
Kilkenny  
R95 DV56  
**County:** Kilkenny  
**Enquiries To:** [office@holyspiritkilkenny.ie](mailto:office@holyspiritkilkenny.ie)  
**Website:** <https://www.holyspiritkilkenny.com>

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