

ADVERT ID 262463

Deputy Principal

Allen NS

Allen Kilmeague Naas W91AX99
<https://www.allennationalschool.com>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Sun Sep 20 2026
Application Closing Date: Mon Oct 5 2026
Commencement Date: Mon Oct 19 2026
Status of Post: Permanent

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 14
Current Enrolment: 185
Droichead school: Yes

POST DETAILS

Additional Information:

The Board of Management of Scoil na Tríonóide Naofa – Allen National school invites applications for the position of Deputy Principal. This is a permanent teaching position, and the appointment will be made via open competition.

Applicants must meet the eligibility criteria: Fully registered under Route 1 (Primary) with the Teaching Council and have 5 years recognised teaching service, two of which must be in a recognised primary school within the Republic of Ireland.

Allen National School is a vibrant, progressive and inclusive school, committed to providing the highest quality teaching and learning for all it's pupils. The Deputy Principal will work closely with the Principal to support and develop effective teaching and learning, lead school development, provide efficient and effective management and promote and develop educational leadership within the school. The Deputy Principal will co-operate with the Principal in the fulfilment of the Principal's role and will act or deputise as the Principal in the Principal's absence.

In accordance with Circular 0044/2019, it should be noted that as the needs of the school continuously evolve, a review of duties may result in reassignment of the role and responsibilities within the leadership and management team including the duties and responsibilities of the Deputy Principal. Specific roles and responsibilities for this position relate to the four domains of Leadership and Management outlined in Circular 0044/2019 and in Looking at Our School 2022: A Quality Framework for Primary Schools and Special Schools i.e.

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

In line with the above domains and collaborating closely with the Principal, the duties attached to the role involve whole school curricular development, policy development, day-to-day management of resources and personnel and long-term strategic planning for the future development of the school.

In addition evidence of the following is essential to the role.

- A commitment to work with and support the Principal in achieving the Board's vision for the school, to uphold the Catholic ethos of the school and to foster a positive and supportive teaching and learning environment for all staff and pupils.
- Highly effective interpersonal and communication skills and a proven track record in initiating and implementing educational initiatives at whole school level.
- Evidence of the ability to foster positive relationships with all members of the school community.
- A proven ability to work independently and as part of a team, to work collaboratively with all stakeholders in policy development, implementation and delivery and future planning as per the needs of the school.
- A proven ability to engage constructively in a range of educational projects from conception, to implementation and delivery.
- Proven ability to embrace and promote educational change, flexibility to adapt, in order to cater for the daily changing needs of the school, both during and outside of scheduled school hours.
- Capacity to manage staff and projects
- Capacity to lead School Self-Evaluation (SSE) processes and ensure alignment with Department of Education guidelines.
- Proven effectiveness in policy development, implementation, delivery, management and review.
- Experience of teaching in a variety of roles is desirable.

The successful candidate will be required to provide proof of qualifications in Education and a recognised qualification to teach Religious Education.

Appointment will be subject, but not limited to:

- Satisfactory references
- Current & continuing Teaching Council registration
- Current Garda Vetting requirements
- Occupational Health screening.

Applications by email only and should arrive no later than 12pm on the closing date.

Applications should be sent to the Chairperson at the following email address:

allennsrecruitment@gmail.com

Please record 'Deputy Principal Application' as the subject on the email.

Only candidates shortlisted for interview will be contacted. It is hoped that interviews will take place on the week commencing Monday 12th October 2026.

[It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.](#)

APPLICATION REQUIREMENTS

- [Standard Application Form for Principalship/Deputy Principalship - in English](#)
- Letter of Application
- Teaching Council Registration
- Recognised Certificate to Teach Religious Education

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 17567A

Apply To: The Chairperson,
Board of Management
Allen National School.

use the following email address to apply: allennsrecruitment@gmail.com

County: Kildare

Website: <https://www.allennationalschool.com>

Further Information: <https://www.allennatioalschool.com>

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