

ADVERT ID 263108

Deputy Principal

St. Patrick's BNS, Hollypark

New Grange Road Hollypark Blackrock A94FE02
<https://hollyparkbns.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Thu Oct 8 2026
Application Closing Date: Wed Nov 4 2026
Commencement Date: Wed Dec 2 2026
Status of Post: Permanent

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Boys
School Patronage: Catholic
Total No. of Teaching Staff: 32
Current Enrolment: 442
Droichead school: Yes

POST DETAILS

Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information:

Advertisement for Deputy Principal. Open Competition pursuant to open competition procedures in circular 0044/2019

The Board of Management of St. Patrick's BNS, Hollypark (Roll no. 19258u) invites applications for the post of Deputy Principal. The post will commence on 2nd December 2026

The successful applicant will become a member of the Leadership and Management team in the school.

In addition, where the successful applicant is an external candidate, he/she will also become a permanent member of the teaching staff, second only in seniority to the Principal.

The appointment is being made under the terms of Circular 0044/2019 OPEN COMPETITION 2.1 'The procedures set out in this chapter are designed to provide fair and impartial procedures for the appointment of Principals and Deputy Principals (Open Competition) to posts in recognised primary schools funded by monies provided by the Oireachtas. A Board of Management/ETB is bound to apply these procedures' Circular 0044/2019 pg.68.

The description of the responsibilities of the post below is based across the four domains of leadership from the Looking at Our Schools (2022), DES policy document.

The Interview is open competition as per circular 0044/2019

Domain One: Leading Teaching and Learning

Domain Two: Managing the Organisation

Domain Three: Leading School Development

Domain Four: Developing Leadership Capacity

Deputy Principal

Domain One: Leading Teaching and Learning

- promote a culture of improvement, collaboration, innovation and creativity in learning, teaching and assessment
- foster a commitment to inclusion, equality of opportunity and the holistic development of each pupil
- manage the planning and implementation of the curriculum
- foster teacher professional development that enriches teachers' and pupils' learning

School Timetabling, Planning and Policy Development

- Collaborate with the Principal in the management of all curriculum-related planning, liaising and assisting relevant postholders
- Coordination of new policy/initiative development within the school in consultation with the Principal
- Review, update and maintain the following plans and policies on an annual basis
 - o Child Safeguarding Risk Assessment
 - o Critical Incident Policy
 - o Special and Inclusive Education Policy and all related policies (e.g. SNA Management Policy)
 - o Code of Behaviour
 - o Anti-Bullying Policy
 - o Other policies as appropriate
- Maintain and develop contact with post-primary schools (including coordination of the student passport system) for students
- Formulation in collaboration with the Principal of a school timetable, ensuring equal access of classes to necessary ancillary and support teaching experiences
- Collection and collation of individual teacher timetables and Student Support Files

Student Behaviour

- Ensure that the school's Code of Behaviour is implemented and reviewed annually
- Support teachers who have students with behaviour difficulties and to implement the school's Code of Behaviour
- Ensure staff (particularly new members) are familiar with the school's Code of Behaviour

Co-ordinator of Student Support Teaching and Resources (SENCO)

- Promote an inclusive school community
- Promote equality of opportunity for all pupils
- Organise and co-ordinate the SEN team in their roles and ensure adequate support for pupils requiring it.
- Meet with SEN team individually or collectively, formally and informally
- Liaise with Principal, teachers, parents and external professionals in relation to the need, planning and dissemination of necessary assessments
- Liaise with the school NEPS psychologist and all other external agencies/professionals
- Review and update diagnostic assessments undertaken in the school

Domain Two: Managing the Organisation

- establish an orderly, secure and healthy learning environment, and maintain it through effective communication
- manage the school's human, physical and financial resources so as to create and maintain a learning organisation
- manage challenging and complex situations in a manner that demonstrates equality, fairness and justice
- develop and implement a system to promote professional responsibility and accountability

Deputising for the Principal

- Assume the duties of the Principal in his absence/unavailability at school or attend other school related meetings and events making relevant decisions as required
- Act as the school's DDLP for child protection matters
- Attend meetings/school events during and after school hours as required
- Collaborate with the Principal in the day to day running of the school, in matters of policy, curriculum, supervision and discipline e.g. unexpected teacher absences
- Collaborate with the Principal in planning and preparation for staff meetings, planning days, WSE etc
- Take minutes at ISM meetings
- Foster and strengthen links to parents and wider community with the school (i.e. liaising with the Parents' Association, Local Groups etc)
- Under the direction of the Principal/Board of Management, assist in the supervision of minor works that occur in the school
- Manage school's attendance and rolls (e.g. coordination of school's DES returns)
- Maintain the school's POD system

School Timetabling, Planning and Policy Development

- Coordination of new policies/initiatives within the school in collaboration with In-School Management personnel and staff where necessary
- Organisation of the school calendar for the coming term/year
- In collaboration with the Principal, ensure that all relevant school policies adhere to the principles of inclusion and social justice and that all legislative requirements are met
- Manage the sub teacher rota when a teacher or SNA is absent through planned leave, EPV, Illness or other

Student Behaviour

- Foster a positive school climate and encourage respectful interactions at all levels within the school community
- Assist and support the Principal in managing challenging and complex situations in a manner that demonstrates equality, fairness and justice e.g. attend meetings with parents/pupils if required
- In collaboration with the Principal, assist in establishing procedures for dealing with conflict

Co-ordinator of Student Support Teaching and Resources

- Liaise, in collaboration with the Principal, with the NCSE representative (SENO) in the acquisition of resources pertinent to SEN
- Identify learning needs and source and purchase resources required from school funds
- Liaise with Principal, teachers and parents re SET allocation for resource hours, applications for assistive technologies and applications for SNA support for pupils.
- Source, purchase and organise training in new diagnostic assessments
- TTRS, order, purchase and keep licences & pupil records up to date

Domain Three: Leading School Development

- communicate the guiding vision for the school and lead its realisation
- lead the school's engagement in a continuous process of self-evaluation
- build and maintain relationships with parents, with other schools, and with the wider community
- manage, lead and mediate change to respond to the evolving needs of the school and to changes in education

School Timetabling, Planning and Policy Development

- Assist the Principal/Board of Management in the endeavour of upgrading existing buildings and facilities. This includes, where necessary, collaboration on capital works programmes (e.g. coordination of school rebuilding and/or temporary relocation of classes)
- In collaboration with the Principal, align school policies and plans to school vision and ethos
- In collaboration with the Principal, lead and manage action planning for improvement on a whole-school basis (e.g. following SSE process and/or DES Inspectorate advice)
- Stay informed on educational developments/changes and seek to respond to them and assist in the implementation of any changes required
- Alert staff to new developments, memos and circulars from senior management/DES/other relevant organisations via the Aladdin/Teams system
- Coordination of staff and students for events such as guest speakers/visitors, graduation, Infant Induction night and other whole school/class assemblies
- Develop and disseminate a central yard duty roster for both teachers and SNAs and ensure adequate and effective supervision of all areas of the school

Student behaviour

- In collaboration with the Principal, communicate the Bi Cinealta/ anti-bullying policy, code of behaviour and all relevant policies to staff and parents

Co-ordinator of Student Support Teaching and Resources

- Liaise, communicate and build relationships with parents in relation to children with special educational needs
- Develop and maintain relationships with external agencies and visiting teacher services
- Keep up to date in educational developments in area of special educational needs and manage the implementation of any required changes to school practices

Domain Four: Developing Leadership Capacity

- critique their practice as leaders and develop their understanding of effective and sustainable leadership
- empower staff to take on and carry out leadership roles
- promote and facilitate the development of pupil voice, pupil participation, and pupil leadership
- build professional networks with other school leaders

School Timetabling, Planning and Policy Development

- Develop, in conjunction with Principal, opportunities for both In-school Management members and other staff to further develop their leadership skills through the provision of a distributed leadership framework
- Encourage staff in self and collaborative reflection of practice
- Coordinate the collation of content and contributions for the weekly school newsletter and other whole school publications from both in-school management and staff
- Co-ordinate the Droichead mentoring programme for all NQT's

Student Behaviour

- Promote and facilitate the development of pupil voice and pupil leadership with the co-ordination of the student council/green schools etc with relevant staff

Co-ordinator of Student Support Teaching and Resources

- Co-ordinate and manage the SNA team and develop capacity and CPD within said team
- Chair regular SNA team meetings and liaise with the Principal in relation to same
- Co-ordinate and support teachers in professional development in specific areas of special

educational needs

- Build and develop relationships with other schools around the area of SEN, sharing learning, practice and experiences

Annual Report and Review of Duties

- The Deputy Principal will report on his/her Post to the Chairperson of the BOM each June.
- The duties of the Deputy Principal will be reviewed annually in line with the changing needs of the school and /or as deemed necessary by the Principal/the Board of Management.

Application process

4.1 On application for the post of Principal/Deputy Principal the applicant must meet the eligibility criteria for the setting in which the vacancy arises. Please see table 4.1.1 below

Setting Teaching Council (Registration) Regulations 2016 and Service Requirements

Primary schools with 80 pupils or more

Applicants must be 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.

Applicants will be required to send

1. a letter of application,
 2. evidence of qualifications,
 3. certificate to teach Catholic religious education for schools under Catholic Patronage
 4. Teaching Council Certificate of Registration and
 5. the Standard Application Form for Principals and Deputy Principals (open competition), available here: <https://www.educationposts.ie/page/resources/standardapplicationforms>
- Teachers who are on approved leave, such as sick leave, maternity leave, parental leave, secondment or career break are eligible to apply for this position.

The closing date for the receipt of applications is Wednesday, November 4th, 2026 @ 12pm.

Interviews will be held in Mid- Late November. Date to be confirmed.

Teachers who wish to apply for the post of Deputy Principal should do so by email only to the Chairperson of the Board of Management at hpbnsapplications@outlook.ie by 12pm on Wednesday, November 4th, 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
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- Teaching Council Registration

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 19258U

Apply To: hpbnsapplications@outlook.ie
FAO Chairperson
Deputy Principal Application

County: Dublin

Postal District: County Dublin

Website: <https://hollyparkbns.ie>

Further Information: <https://www.hollyparkbns.ie>

Application Form: [Application-Form-for-Primary-Principalship-and-Deputy-Principalship-June-2024 \(2\).pdf](#)