ADVERT ID 263881

Deputy Principal

Holy Family SNR School

Aughnaharna Portlaoise R32CY05
https://holyfamilysenior.com

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Thu Nov 5 2026
Application Closing Date:	Fri Nov 20 2026
Commencement Date:	Wed Jan 6 2027
Status of Post:	Permanent

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Senior School
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	46
Current Enrolment:	650
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:
HOLY FAMILY SENIOR SCHOOL, PORTLAOISE
Roll Number: 20480F
Advertisement for the Position of Deputy Principal
The Board of Management of Holy Family Senior School, Portlaoise, 20480F, invites applications for the position of Deputy Principal. This is a permanent teaching position, and the appointment will be made through open competition in accordance with Department of Education Circular 0044/2019.

Role of the Deputy Principal
In accordance with the Education Act, 1998, the Deputy Principal occupies a position of significant importance within the senior leadership and management team of the school.
“Shared leadership requires openness and a willingness on the part of the Principal and Deputy Principal to share and distribute leadership and management responsibilities in a manner that encourages and supports partnership. The Deputy Principal works collaboratively with the principal in the fulfilment of the principal’s role and acts or deputises as Principal in the Principal's absence, in accordance with Section 6.7 of Circular 0044/2019 (including short-term, medium-term or long-term absences approved by the Board of Management). Acting as Principal does not confer an automatic right of succession to the position of Principal.”

Eligibility Criteria
Applicants must meet the following eligibility requirements:
• Be fully registered with the Teaching Council under Route 1 (Primary).
• Have a minimum of five years' recognised teaching service, at least two of which must have

been in a recognised primary school within the Republic of Ireland.

Role and Responsibilities
The Deputy Principal will work closely with the principal to support and develop effective teaching and learning, promote the Catholic ethos of the school, lead school development, ensure efficient and effective management, and promote and develop leadership capacity throughout the school community.
In accordance with Circular 0044/2019, the specific roles and responsibilities attached to this position are aligned with the four domains of Leadership and Management, as outlined in Looking at Our School 2022: A Quality Framework for Primary Schools and Special Schools:
1. Leading Teaching and Learning
2. Managing the Organisation
3. Leading School Development
4. Developing Leadership Capacity

Working collaboratively with the Principal, the Deputy Principal will contribute to whole-school curricular development, policy development, the effective day-to-day management of resources and personnel, and long-term strategic planning for the future development of the school.

Review of Roles and Responsibilities (Section 14.3 circular 44/2019)
As the needs and priorities of the school continuously evolve, the review process may result in the reassignment of the Deputy Principal's roles and responsibilities within the leadership and management team.
This is recognised as an important element of the Deputy Principal's ongoing professional development.

Additional Information
Holy Family Senior School is a Catholic school under the patronage of the Diocese of Kildare and Leighlin. The successful candidate will be expected to demonstrate a commitment to and an understanding of the school's Catholic ethos and to contribute positively to the life and development of the school community.
The successful candidate will be required to provide documentary evidence of qualifications in Education and a recognised qualification to teach Religious Education.

Appointment
The appointment will be subject to, but not limited to, the following:
• Satisfactory references.
• Current and continuing registration with the Teaching Council.
• Compliance with current Garda Vetting requirements.
• Satisfactory Occupational Health screening.

Application Procedure
Applications should be submitted via email to the chairperson of the Board of Management.
Email: bom@holyfamilysenior.com
Closing date for receipt of applications: 20th November 2026
An internal panel of suitably qualified applicants may be established to fill vacancies that arise within four months of the date on which the Board of Management approves the successful candidate, in accordance with relevant Department of Education procedures.
The Board of Management reserves the right to determine the most appropriate course of action in relation to the recruitment process.
The Board of Management of Holy Family Senior School is an equal opportunities employer.
Please find a link below outlining the current duties attached the role.

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.)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	20480F
Apply To:	bom@holyfamilysenior.com
County:	Laois
Website:	https://holyfamilysenior.com
Further Information:	https://drive.google.com/file/d/1R1ffNkVAqHGtCYeeH9x7_tY13OafpnXc/view?usp=sharing

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