

ADVERT ID 234271

Deputy Principal

St Joseph's NS Meelick

Culleens Meelick Swinford F12TW53
<https://meelickns.ie>

MAIN DETAILS

Status: Deactivated
Level: Primary
Date Posted: Tue May 13 2025
Application Closing Date: Tue May 27 2025
Commencement Date: Mon Sep 1 2025
Status of Post: Permanent

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 6
Current Enrolment: 97
Droichead school: No

POST DETAILS

Additional Information:

Meelick NS is a co-educational Catholic school under the patronage of the Bishop of Achonry. There are four mainstream classes and two special educational classes. There are 6 teachers, 3 SNAs, a school secretary and caretaker.

This position is a permanent deputy principal teaching post and commences on September 1st 2025.

The Board of Management invites applications for the position of Deputy Principal commencing on the 1st September, 2025. The appointment will be made via open competition.

Applications are welcome from enthusiastic and committed teachers who can support the Principal in carrying out her various tasks and/or duties.

The Deputy Principal will work in partnership with the Principal to ensure that all pupils have a positive educational experience and to ensure the effective leadership and day-to-day management of the school.

The Deputy Principal, will model and develop a positive culture of mutual trust, respect, shared accountability and confidentiality.

The responsibilities of the role will, at times, require the successful candidate to participate in the leadership role outside of the standard school day. As the needs of the school evolve, a review of duties may result in the reassignment of the roles and responsibilities within the Leadership and Management team.

The roles and responsibilities for this post relate to the four domains of leadership and management as specified in Circular 0044/2019:

1. Leading Teaching and Learning
2. Managing the Organisation
3. Leading School Development

4. Developing Leadership Capacity

Shortlisting and the interview process will be based on the four domains as well as the following criteria:

- Understanding of and commitment to the ethos of a Catholic school.
- Whole school curricular planning and development, policy development and implementation, prioritising, planning and organising the workload.
- Understanding and knowledge of the requirements associated with the provision of Special Education Needs, inclusion and diversity.
- Evidence of ability to work collaboratively and foster positive relationships with all staff members, Board of Management, outside agencies, parents/ guardians and the wider school community.
- Ability to promote a culture of learning and creativity in the school.
- Evidence of a high level of commitment to Continuous Professional Development.
- A clear understanding of School Self Evaluation (SSE) and experience of the implementation of effective initiatives for school improvement.

Applications must be submitted by post only.

Applications made by any other means other than by post will not be considered.

Only those short-listed for interview will be contacted.

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 Principals/Deputy Principals - in English](#)
- Letter of Application
- Referees (name, role, contact no.)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 02912G
Apply To: FAO Fr Dermot Meehan
Meelick NS
Culleens
Meelick
Swinford
F12TW53
County: Mayo
Enquiries To: meelickns1@gmail.com
Website: <https://meelickns.ie>

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