

ADVERT ID 234799

## Deputy Principal

### St Mary's Parish PS

Bryanstown Drogheda AD92 XD80

<https://www.smpps.ie>

#### MAIN DETAILS

**Status:** Active  
**Level:** Primary  
**Date Posted:** Mon May 19 2025 12:31:34  
**Application Closing Date:** Wed Jun 4 2025  
**Commencement Date:** Thu Aug 28 2025  
**Status of Post:** Permanent

#### SCHOOL DETAILS

**School Type:** Mainstream  
**School Structure:** Vertical  
**Gender:** Co-Educational  
**School Patronage:** Catholic  
**Total No. of Teaching Staff:** 60  
**Current Enrolment:** 985  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

The Board of Management of St Mary's Parish Primary School (Roll No. 20205G) invites applications from suitably qualified persons for the post of Deputy Principal. St Mary's Parish Primary School is a co-educational Catholic school under the patronage of the Bishop of Meath (Dr. Tom Deenihan)

There are 40 mainstream classes There are 59 teachers, 10 SNAs, 2 school secretaries and caretaker.

This is a permanent (administrative) position and the appointment will be made via open competition. It will commence on August 28th, 2025.

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.

Circular 0044/2019 states: 'While the Principal is ultimately responsible to the Board of Management, as appropriate, for the leadership and management of the school, the Deputy Principal occupies a position of vital importance within the senior leadership team in a school. Shared leadership requires openness and willingness on the part of Principals and Deputy Principals, to share and to distribute leadership and management responsibilities in a manner that encourages and supports partnership. The Deputy Principal co-operates with the Principal in the fulfilment of the Principal's role and acts or deputises as the Principal in the Principal's absence'.

The Deputy Principal will:

- Be expected to uphold and promote the ethos, values, and traditions of the school and show evidence of and commitment to ongoing Professional Development.
- Be expected to lead teaching and learning whilst effectively collaborating with Assistant Principals and teachers in curriculum planning and implementation.
- Be required to deputise for the Principal in their absence, in all matters organisational/administrative and in relation to discipline within the school. The Deputy Principal must be willing to work in conjunction with/under the direction of the Principal.
- Be expected to attend meetings before / after school and evening school events
- Work with the Principal and the In-School Management Team to support and develop effective leadership within the school. Specific Roles and Responsibilities for this position relate to the four domains of Leadership and Management as outlined in circular 0044/2019 as follows:

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

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.

Applicants should demonstrate the following Skills, Knowledge and Experiences:

- An understanding and a commitment to the values, vision and Catholic ethos of St. Mary's Parish Primary School.
- Evidence of continuing professional development and the ability to promote a culture of learning and creativity in the school.
- Proven leadership skills, including policy development and implementation.
- Proven ability to work as a member of a team in a collaborative manner.
- Experience in the development, implementation, operation and evaluation of innovative and evidence-based initiatives.
- Willingness to undertake continuous professional development.
- An in-depth knowledge of the New Primary Curriculum, a range of teaching experience and high level of understanding of SEN, EAL inclusion and differentiation
- An excellent level of understanding and knowledge of school leadership, management and administration in a primary school setting
- A proven ability to work collaboratively with all staff members, parents, Board of Management, and the wider school community.

Applications should be submitted by

? email to [applications@smpps.ie](mailto:applications@smpps.ie) with a subject line marked 'Deputy Principal Application'

? A minimum of 3 valid applications are required for the competition to proceed.

Closing date for applications: Wednesday 4th June at 5pm

#### APPLICATION REQUIREMENTS

- [Standard Application Form for Principalship/Deputy Principalship - in English](#)
- Letter of Application
- Referees (name, role, contact no.)
- Copy of Certificates, Diplomas, Degrees
- Recognised Certificate to Teach Religious Education

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

**Roll Number:** 20205G  
**Apply To:** By email to [applications@smpps.ie](mailto:applications@smpps.ie)  
**County:** Louth  
**Enquiries To:** [office@smpps.ie](mailto:office@smpps.ie) - DO NOT SEND APPLICATIONS TO THIS EMAIL ADDRESS  
**Website:** <https://www.smpps.ie>

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