

**Confined Internal Competition  
Administrative Deputy Principal  
National Children's Hospital School  
Permanent Position  
Ref: DPNCH26**

The National Children's Hospital (NCH) is committed to the provision of an appropriate learning environment within the hospital. The education provided will be determined by the age profile of the children attending, allowing patients the opportunity to continue schooling whilst receiving their prescribed treatments.

The role of the hospital school is to enable primary and post-primary pupil's access to education during their stay in hospital. Pupils are facilitated in continuing their current programmes of education and in sitting their state examinations by providing exam centres. Religious education and faith formation will not be included.

The dedicated school, with various classroom types, staff spaces and Principals' office will incorporate a range of educational services in a stimulating environment that is conducive to learning and that is medically equipped to cater for children on ventilator support and other mobile electronic medical equipment. It will be fully wheelchair and disability compliant. Additionally, schoolrooms will be provided on a number of the inpatient units to cater for children unable to attend the main school due to clinical treatments.

This new school under the patronage of City of Dublin ETB will be a co-educational, multi-denominational school underpinned by the core ETB values of Excellence in Education, Care, Equality, Community and Respect. The curricular expression which underpins the ETB values will be taught in the school. For primary students this is Goodness Me, Goodness You, and for the post-primary students, Identify, Multi-Belief and Values Education.

City of Dublin Education and Training Board (City of Dublin ETB) was established on 1st July 2013 under the Education and Training Boards Act, 2013. City of Dublin ETB has 3,000 employees and an annual budget of €580m. It is the state education and training authority for Dublin city and serves the area covered by Dublin City Council. This provision is delivered to over 48,000 learners (20,000 full-time and 28,000 part-time) and is supported by a range of services including a psychological service, a curriculum development unit, a buildings maintenance unit and Head Office staff in Ballsbridge. It also has statutory responsibility for supporting the provision, coordination, administration and assessment of youth work services in Dublin city and is the lead partner for Music Generation Dublin City. City of Dublin ETB is also responsible for the national awarding authority for student grants in Ireland, Student Universal Support Ireland (SUSI).

<b>Salary</b>	In accordance with the relevant Department of Education Class III Salary Scales and appropriate qualification allowances. The post currently attracts a Responsibility Allowance of <b>Category XI (11)</b> per annum.
<b>Essential Criteria</b>	Be an existing Principal <i>or</i> Deputy Principal in one of the following schools: <ul style="list-style-type: none"> <li>• Hospital School at CHI Tallaght, Dublin</li> <li>• Hospital School at CHI Temple St., Dublin</li> <li>• Hospital School at CHI, Crumlin, Dublin</li> <li>• Hospital School at Beaumont Hospital, Dublin</li> </ul>
<b>Obligations</b>	The overall responsibility of the Administrative Deputy Principal is to assist he Administrative Principal in the management of the school. The obligations of the Administrative Deputy Principal in general terms are as follows, without prejudice to the generality of the functions of the Administrative Deputy Principal: <ul style="list-style-type: none"> <li>• The maximum number of teaching hours per week that may be assigned to the Deputy Principal will be in accordance with DEY Circular Letters.</li> <li>• Besides the discharge of specific administrative and management duties, the Deputy Principal also exercises a leadership and motivational role in the direction of the school enterprise. Together the Principal and Deputy Principal form the senior management team of the school, he/she must work in tandem to fulfil the aims and objectives of the school. That teamwork is also broadened to include the post holders to form part of the management team and the staff whose co-operation and commitment are also vital to the achievement of the goals of the school.</li> </ul>

	<ul style="list-style-type: none"> <li>• The Deputy Principal is required to deputise for the Principal and his/her absence in all matters organisational / administrative and in relation to discipline within the school.</li> <li>• The Deputy Principal must be willing to work in conjunction with / under the direction of the Principal.</li> <li>• The Deputy Principal will normally be required to be in attendance in the school throughout the school day.</li> <li>• The Deputy Principal may also be required by the Board of Management to be present in the school for periods during the State Examinations and for other periods outside the normal opening hours and days of the school such as may be necessary from time to time.</li> <li>• The Deputy Principal reports to the Principal.</li> <li>• In accordance with DE Circulars the Deputy Principal shall enter into an agreement with the Principal to undertake certain administrative duties from time to time, commensurate with the responsibilities of the position.</li> </ul>
<p><b>Profile</b></p>	<p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>• Be a leader, committed to the highest standards of education, provision, administration and governance.</li> <li>• Have a passion for education.</li> <li>• Have strong people management and organisation skills.</li> <li>• Be a visionary and have experience in delivering projects through teamwork.</li> <li>• Be community minded and conscious of the role the school plays in the local community.</li> </ul>
<p><b>Competencies</b></p>	<p>The overall roles and responsibilities for this position relate to the four domains of Leadership and Management as specified in Circular Letter 0044/2019.</p> <p><b>Candidates should note that questions relating to the following key roles will form part or all of the interview:</b></p> <p><b><i>Leading learning and teaching</i></b></p> <ul style="list-style-type: none"> <li>• Promote a culture of reflection, improvement, collaboration, innovation and creativity in learning, teaching and assessment.</li> <li>• Foster a commitment to inclusion, equality of opportunity and the holistic development of each pupil.</li> <li>• Manage the planning and implementation of the school curriculum.</li> <li>• Foster teacher professional learning that enriches teachers’ and pupils’ learning.</li> <li>• Promote a curriculum that meets the variant needs of the student body.</li> </ul> <p><b><i>Managing the organisation</i></b></p> <ul style="list-style-type: none"> <li>• Create and maintain a positive school culture and a safe, health and purposeful learning environment, and sustain it through effective communication.</li> <li>• Manage the school’s human, physical and financial resources so as to create and maintain a learning organisation.</li> <li>• Manage challenging and complex situations in a manner that demonstrates equality, fairness and justice.</li> <li>• Develop and implement a system to promote professional responsibility and accountability.</li> </ul> <p><b><i>Leading school development</i></b></p> <ul style="list-style-type: none"> <li>• Communicate the guiding vision for the school and lead its realisation.</li> <li>• Lead the school’s engagement in a continuous process of self-evaluation.</li> <li>• Build and maintain relationships with parents, with other schools, and with the wider community.</li> <li>• Manage, lead and mediate change to respond to the evolving needs of the school and to changes in education.</li> </ul> <p><b><i>Developing leadership capacity</i></b></p> <ul style="list-style-type: none"> <li>• Critique their practice as leaders and develop their understanding of effective and sustainable leadership.</li> </ul>

	<ul style="list-style-type: none"> <li>• Empower staff to take on and carry out leadership roles.</li> <li>• Promote and facilitate the development of pupil participation, pupil leadership and parent participation.</li> <li>• Build professional networks with other school leaders.</li> </ul>
<b>Terms and Conditions of Appointment</b>	<ul style="list-style-type: none"> <li>• The appointment will be subject to the sanction of the Chief Executive.</li> <li>• The person appointed to the post will be required to contribute to the relevant Superannuation Scheme.</li> <li>• Extern work may not be undertaken without the prior consent of City of Dublin ETB.</li> <li>• City of Dublin ETB reserves the right to transfer as the needs of the organisation dictates.</li> </ul>
<b>Citizenship Requirements</b>	<p>Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreement may also apply. Please visit the link below for updates to these requirements:  <a href="#">Coming to Work in Ireland - Workplace Relations Commission</a></p> <p>Please note that upon appointment the successful candidate must have valid right to work status.</p>
<b>Teaching Council</b>	The successful applicant must be currently registered with the Teaching Council of Ireland.
<b>Garda Vetting</b>	<p>City of Dublin ETB is registered with the National Vetting Unit (NVU) which provides a disclosure service for organisations who have staff positions which may involve regular unsupervised access to children and vulnerable adults. As part of the organisations recruitment and selection process, offers of employment will be subject to NVU disclosures, where applicable.</p> <p>City of Dublin ETB reserves the right to re-vet all staff employed in positions that entail working with children and vulnerable adults at any time during their employment.</p>
<b>Superannuation &amp; Retirement</b>	<p>The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme (“Single Scheme”). Full details of the Scheme are at <a href="http://www.singlepensionscheme.gov.ie">www.singlepensionscheme.gov.ie</a>.</p> <p>Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay, different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.</p> <p>Key provisions attaching to membership of the Single Scheme are as follows:</p> <ul style="list-style-type: none"> <li>• Pensionable Age: The minimum age at which pension is payable is 66 (retirement age is linked to State Pension Age).</li> <li>• Retirement Age: Scheme members must retire on reaching the age of 70.</li> <li>• Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are updated each year by reference to CPI).</li> <li>• Post retirement, pension increases are linked to CPI</li> </ul>
<b>Pension Abatement</b>	<p>If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension <b>will be subject to abatement</b> in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. <b>Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing</b></p>

	<p><b>Department/Office will support an application for an abatement waiver in respect of appointments to this position.</b></p> <p>However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community &amp; Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.</p>
<p><b>Department of Education Early Retirement Scheme for Teachers Circular 102/2007</b></p>	<p>The Department of Education introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).</p>
<p><b>Ill Health Retirement</b></p>	<p>Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.</p>
<p><b>Pension Accrual</b></p>	<p>A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.</p>
<p><b>Additional Superannuation Contribution</b></p>	<p>Please note that an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017 is payable for this employment.</p>
<p><b>Declaration</b></p>	<p>Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement, including schemes not specifically mentioned above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.</p>

**Notes:**

- Applicants must create a profile in order to apply for positions via our online system, which can be done through the link application link.
- Creating a profile is NOT applying for a position.
- After a profile is created only then can positions be applied for. The system will generate an email advising that a position has been applied for, and will provide the reference number, if you do not receive this confirmation you have not applied for the position.
- Candidates with queries should contact [applications@cdetb.ie](mailto:applications@cdetb.ie) for assistance quoting the reference number, however candidates with technical queries should use the help function available at the login area in the first instance.
- Please note that it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when submitting applications are not the responsibility of City of Dublin ETB. Therefore, candidates are strongly advised to submit applications well before the 12 noon deadline on the specified closing date.

- Your application will be assessed on the information you submit. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills and experience. Incomplete applications may not be considered.
- All enquiries regarding your application should be made to [applications@cdetb.ie](mailto:applications@cdetb.ie). You must use the post reference in the subject line of the email.
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after appointment, in summary dismissal.
- Selection will be by the way of a competitive interview which will focus on the key skills and duties of the role and the competencies associated with roles at this level.
- Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by City of Dublin ETB.

Latest date for receipt of completed online applications is:

**12 noon on Tuesday 2<sup>nd</sup> June 2026**

***Late applications will not be accepted. Shortlisting may take place.***

***Canvassing will disqualify.***

***City of Dublin Education and Training Board is an equal opportunities employer.***

**Dr. Christy Duffy  
Chief Executive**