

POST OF RESPONSIBILITY VACANCIES
Assistant Principal I (1 x Permanent & 1 Acting Position)
Ref: APICB25S

A panel may be established to fill unforeseen acting-up vacancies that may arise in this school year

City of Dublin ETB is pleased to invite applications from eligible teachers for the above promotion posts. The post will be filled in accordance with Circular Letter 0003/2018. Applicants should familiarise themselves with this Circular (<https://www.education.ie/en/Circulars-and-Forms>)

The appointee will become part of the Leadership and Management Team in the School.

Eligibility criteria for **Assistant Principal I**:

- be fully registered with the Teaching Council under route 2 or 3 without conditions and
- have a minimum of 3 year's teaching service **recognised by DES/ETB for incremental credit purposes on the closing date.** [Where it is not obvious that the applicant has a minimum of 3 year's teaching service, then that teacher should provide a statement of service from the DES/ETB as evidence of incremental service]

The post will be interviewed and marked in accordance with the criteria and marking scheme established in Circular Letter 0003/2018:

Leading Teaching and Learning (25 marks)	Managing the Organisation (25 marks)
Leading School Development (25 marks)	Developing Leadership Capacity (25 marks)

Notes:

- Appointment to the post of responsibility will be conditional on the teacher being available to carry out the roles and responsibilities assigned to the post.
- In the case of posts at API Level, if the teacher appointed is contracted for less than full hours, then the hours reduction will be adjusted accordingly.
- Selection Board and interviews shall be as outlined in DES Circular Letter 0003/2018
- The Appeals procedure outlined in Circular Letter 0003/2018 applies.
- Candidates are referred to the following which are posted on the staff notice board:
 - the full list of identified Leadership and Management needs and priorities of the school.
 - The list of post holders, level of their post and summary of their roles and responsibilities.
- **Application is via our online platform, The Hire Lab, link below. It is important to note that applicants must create a profile initially and then apply for the position. Any queries please contact applications@cdetb.ie quoting the reference number. For technical queries please use the help function available at the login area.**
- Please note that only one application form should be completed for this competition and that there will be one interview process. Posts will be filled in order of merit.
- It should be noted that, in accordance with Department of Education and Skills rules applicable to Education and Training Boards, an acting-up allowance is not payable unless the acting-up period exceeds a continuous period of 84 days. This means that a person who is appointed to an acting-up position will not receive payment of an allowance until after they have been in the position for 84 days. However, they will then receive arrears of payment in respect of that period.
- It is the responsibility of the candidates to ensure that the application forms are completed on our online platform, The Hire Lab before the stated deadline. Any technical difficulties encountered by the sender when forwarding applications are not the responsibility of the City of Dublin ETB. Therefore candidates are strongly advised to submit applications well before the 12 Noon deadline on the specified closing date.
- **Late applications will not be accepted. Shortlisting of candidates may take place. Canvassing will disqualify. City of Dublin ETB is an equal opportunities employer.**

For full details and to apply please visit:

<https://cdetbcareers.thehirelab.com/LiveJobs/ViewJob/CVHSDGQALWM>

The latest date for receipt of completed online application forms is:
12 noon on Tuesday 21st October 2025