



**To: The Managerial Authorities of Recognised Secondary, Community and
Comprehensive Schools
and
The Chief Executives of Education and Training Boards**

**Information Note on Interviews for Leadership and Management Positions in
Recognised Post Primary schools as a result of COVID19**

1. Review process

Section 4.1 of the Post Primary circular 0003/2018 states that the review process shall occur at least once every two years or when the Board of Management/ETB, as appropriate, determines that a significant restructuring is required.

In light of the current unprecedented circumstances, the requirement to carry out the review process every two years, as laid down in Section 4.1, is suspended for a period of 12 months from 13 March 2020 to 12 March 2021, the “suspension period”. Section 6.1 of the circular shall take account of this suspension period.

A greenfield school, or school that has a significant increase in enrolment with effect from September 2020, will need to carry out the review under section 4.1 early in the 2020/2021 academic year. Should this not be possible in a physical setting, the review will take place remotely in September 2020 to allow for the filling of such posts before 31st October 2020.

2. Annual Review

The Annual Review at Section 12.3 of the circular may be conducted using an online media platform using the templates attached as an Appendix to CL03/2018 only.

3. Advertising

Section 8.1 states: “Notice of any vacant post shall be posted in a prominent position on the staff notice board(s) within the school for a period of not less than 5 school days, i.e. days on which the school is in operation for students”.

This requirement is suspended for the period of closure of schools to some or all students. To fulfil the requirement to notify all staff of a vacancy, schools must provide each member of the teaching staff with a copy of the advertisement for the vacant post which shall be sent directly

to the designated contact address or email address of the teacher. Within 24 hours of the sending the email a text message must be sent to alert each teacher to this email.

Section 8.3 states “The notice shall specify the closing date for receipt of applications which should not be earlier than 10 school days after the initial date of posting of the notice in the school. In the case of acting-up posts the closing date for receipt of applications should not be earlier than 5 school days after the initial posting of the notice in the school.”

The requirement to post the notice in the school is suspended for the period of closure of schools to some or all students. The closing date for receipt of applications should not be earlier than 10 school days after the initial date of issuing the copy of the advertisement to teachers. In the case of acting-up posts the closing date for receipt of applications should not be earlier than 5 school days after the initial date of issuing the copy of the advertisement to teachers

4. Documentation

Regarding the documentation outlined in Section 8.7 and 11.1, at the end of the competition all such documentation shall be returned immediately following the interviews to the Principal of the school/ETB Human Resources Department by registered post or secure electronic means.

5. Appeals

Section 16 of 0003/2018 sets out the grounds of appeal in respect of competitions for Assistant Principal I, Assistant Principal II and Programme Co-ordinator posts, including the appeal ground at section 16(1)(a)1: “failure to consult staff on the roles and responsibilities as set out in 4.1”. The two-year period referred to in section 4.1 shall not include the suspension period. Therefore, failure to complete the review within the original timeframe will not be a ground for an appeal.

Section 16.1 (a) 2 “Breach of the advertising rules” shall take account of the suspension of Section 8.1 and the advertising procedures, set out above, to be used for the period of closure of schools to all students. Therefore, failure to send a copy of the advertisement directly to the designated contact address or email address of the teacher and failure to send a follow-up text will be grounds for appeal.

It should be noted that where under Section 18.19 of the Process of Appeals Section an oral hearing is required, that this may be conducted using an online media platform.

6. Definition of School Days

The definition of school days extends to the current period of school closure to students as tuition continues to be provided to students during this period.

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Teacher/SNA Terms & Conditions
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