

Recruitment and Appointment Procedures for Teachers in Recognised Primary Schools

Long Term Appointments:

Employers should not fill a teaching post without first ensuring that:

- a) the post is not required to meet obligations to existing teachers in respect of eligibility for a CID,
- b) they comply with the Department's rules in regard to staffing allocation and redeployment arrangements,
- c) any panel established by the employer following interviews for a post ("internal panel") has expired/is exhausted.

All vacancies anticipated to be of a duration of 24 calendar weeks or more shall be advertised on at least one of the websites approved by the Management Bodies and shall be notified to all fixed-term primary teaching staff in the school, including those on leave of absence.

Who do I need to contact before advertising a post?

You should call St. Senan's Education Office on 061 347777 to speak with Linda Fleming, or email your advert to linda.fleming@limerickdiocese.org

Which websites can I use to advertise a post?

www.educationposts.ie or www.staffroom.ie

How do I advertise a job post on EducationPosts.ie/Staffroom.ie?

Job advertisers will need to create a Job Advertiser account before an advert can be uploaded. Once an account is activated, advertisers can select the 'Advertise' button on the toolbar or select the relevant level in the site footer or you can go to your 'Advertisers' dashboard view and select 'Create an Advert'. You can then follow the steps and input the relevant information to upload your job post details.

How long must my advert stay up for?

Currently the closing date for teaching posts is at least 7 days from the date of posting.

How much notice must I give for interview?

You must give at least 5 clear days' notice for interview.

Can I ask for a Letter of Application/Copies of Certificates, degrees, diplomas with the Standard Application Form for Teaching Posts?

No, if you request the Standard Application for Teaching Posts you cannot request a Letter of Application or Copies of Certificates, degrees, diploma's.

Applications by email

Where the employer chooses to accept electronic (e-mail/online) applications then the following procedures should be followed.:

- A separate e-mail account must be set up for the application process. Where the employer does not have access to a distinct e-mail/on-line address then a service such as Gmail may be used e.g. schoolnameapplications@gmail.com.
- Only one email address can appear on the advertisement.
- Access to applications shall be restricted to members of the Interview Board only.
- The closing date and time shall be strictly adhered to. The date and time at which applications are received is as recorded on the e-mail/electronically.
- Applications should only be opened and downloaded by the Interview Board at its short-listing meeting.

Applications by post

Applications by post should be sent to Chairperson, Board of Management at the school address and clearly labelled "Application".

Who appoints the independent assessor?

The patron appoints the independent assessor.

Please note that school requests for specific assessors cannot be accommodated by St. Senan's Education Office.

How do I obtain patron's approval for my appointment?

You can email your request for patron's approval of an appointment to linda.fleming@limerickdiocese.org