



**Information Note TC 0021/2021
on Circular 0044/2019**

To: The Managerial Authorities of Recognised Primary Schools

**Information Note for the Recruitment and Appointment Procedures
for Teacher, Deputy Principal and Principal posts in Primary
Schools during the school year 2021/2022**

1. Introduction

- 1.1. This Information Note replaces [Information Note TTC 0006/2020](#) on [Circular 0044/2019](#). The following changes may be implemented by the Board of Management/ETB of recognised primary schools, to facilitate the timely recruitment of teaching staff and the appointment of Principal/Deputy Principal (open Competition).
- 1.2. Please also note that [Information Note TTC 0002/2020](#) on Circular 0044/2019 is hereby withdrawn.

2. Circular 0044/2019

- 2.1. [Circular 0044/2019](#) is amended hereunder and the implementation of same by a Board of Management/ETB, and until further notification, will constitute compliance with the agreed procedures as set out in the Circular.

3. Circular 0044/2019 Chapter 2 Recruitment and Appointment Procedures for Teachers

- 3.1. Section 7: Advertising Rules

“7.2 The advertisement shall state:

7.2 (7) The latest date and time for receipt of completed applications, which shall not be earlier than 14 days after the first date of publication of the advertisement”.

*Amendment: ‘The period of 14 days is now reduced to 7 days.
The advertisement may also state the intended interview date(s)’.*

3.2. Section 13: Interviews

“13.4 (i). at least 7 days’ notice (after the closing date for receipt of applications) of a specific interview date, time (outside school hours) and the location of the interview venue,”

Amendment: *‘The period of at least 7 days is now reduced to at least 5 days.’*

4. **Circular 0044/2019 Chapter 4 Appointment Procedures for Principal and DP (Open Competition)**

4.1. Section 7: Advertising Rules

“7.5 The advertisement shall state:

7.5 (7) The latest date and time for receipt of completed applications, which shall not be earlier than 14 days after the first date of publication of the advertisement”.

Amendment: *‘The period of 14 days is now reduced to 7 days.
The advertisement may also state the intended interview dates.’*

4.2. Section 12: Interviews

“12.1 (i) at least 7 days’ notice (after the closing date for receipt of applications) of a specific interview date, time (outside school hours) and the location of the interview venue,”

Amendment: *‘The period of at least 7 days is now reduced to at least 5 days.’*

4.3. All other provisions of the recruitment procedures set out in Circular 0044/2019 remain unchanged.

5. **Circulation of Information Note**

5.1. Please ensure this Information Note is circulated to all members of the Board of Management/Education and Training Board and its contents are brought to the attention of all teachers in your employment, including those on leave of absence.

5.2. This Information Note can be accessed on the Department’s website at www.education.ie

Clare Butler
Principal Officer
Teacher/SNA Terms & Conditions

5th July 2021