





# APPOINTMENT OF PRINCIPAL/DEPUTY PRINCIPAL (OPEN COMPETITION) Checklist for Board of Management April 2020

A checklist of the procedures that schools should follow in the recruitment of a Principal/Deputy Principal (Open Competition) is set out below. Boards should ensure that they use Chapter 4, Primary Circular 0044/2019, *Appointment Procedures for Principal & Deputy Principal (Open Competition)* in this recruitment process.

Administration in Preparation for Recruitment	<input checked="" type="checkbox"/>
Boards of Management should check <a href="http://www.cpsma.ie">www.cpsma.ie</a> for updates on procedures before proceeding to advertise any vacancy. An open competition shall be held for the appointment of Principal Teachers. Boards should check Table 6.1.1 Chapter 4, Primary Circular 0044/2019, to determine whether or not a Deputy Principal position should be filled through open competition. Boards must follow the procedures for these open competitions as set out in Chapter 4, Primary Circular 0044/2019. Confidentiality must be maintained throughout the process.	
Outline of the needs of the school and 'ideal candidate' to fill the post are specified by Board of Management. Boards should decide in advance the desired minimum number of applicants required before proceeding to advertise. Boards should check if there are any specific patron requirements.	
An interview board should be properly constituted. For the appointment of a Principal the interview board should comprise the Chairperson and at least two independent assessors nominated by the patron. For the appointment of Deputy Principal through open competition, the interview board should comprise the Chairperson, the Principal Teacher and an independent assessor nominated by the patron.	
A copy of the advertisement should be available to each member of interview board and should be retained on the personnel file of the successful candidate.	
Applications Forms etc. of all candidates should be date stamped with the date of receipt of same and should be available for each member of the interview board. Boards who propose to accept applications by e-mail should follow the guidelines set out in Section 8, Chapter 4, Circular 0044/2019.	
The interview board must have gender balance - at least one man and one woman.	
The interview board must use the agreed criteria, based on the four Leadership competencies, (as set out in Section 11, Chapter 4, Circular 0044/2019), when assessing applications for shortlisting. The interview board must also use the agreed marking scheme, based on the four competencies, when assessing candidates at interview.	
The applications shall be opened only in the presence of the interview board.	

<b>Administration in Preparation for Interviews</b>	
The interview board must ensure that no member of it stands in any relationship to any candidate. Please refer to Section 11.14, Chapter 4, Circular 0044/2019.	
The interview board must determine those applicants (who are duly qualified, as per <i>Eligibility Criteria for Appointment as Principal/Deputy Principal</i> , Section 4, Chapter 4, Circular 0044/2019) to be called for interview. If three or less have applied, all eligible applicants must be called. Where the minimum number [if specified by BoM] is not met, or if there are no eligible applicants, the position should be re-advertised.	
Questions and 'ideal' responses base on the four Leadership Competencies/Criteria should be prepared by the interview board in advance of the interview.	
Agreed dates/venues for the interview/s is/are arranged.	
<b>Administration after Shortlisting</b>	
Shortlisted candidates should be invited for interview, in writing or by email, after the closing date for receipt of applications, giving seven days' notice of a specific interview time (outside of school hours) and location, as appropriate. (Date of interview is normally within 3 calendar weeks of the latest date for receipt of applications).	
Details of established criteria (four leadership competencies) and a copy of the schedule for a Catholic school (as appropriate) should be sent to candidates called for interview.	
Invitation to interview should include a request for the applicant to notify the interview board if s/he requires any additional assistance in relation to a special need.	
Additional materials/certification from candidates is requested, if required e.g. Teaching Council registration, Certificate to teach religion or its equivalent.	
Interview board members are supplied with timetable for interviews allowing sufficient time between candidates.	
Individual marking sheets for each member of the interview board and summary sheet for total marks are prepared. Assessors should be referred to as Assessor A, B and C. Agreed questions and desired answers should be on separate pages.	

Interviews	✓
<p>Has the Interview Board/Chairperson...</p> <ul style="list-style-type: none"> <li>Organised the interview room appropriately for adults (good seating, heating, lighting, accessibility and ventilation)?</li> </ul>	
<ul style="list-style-type: none"> <li>Organised a comfortable waiting area - i.e. rest room/s, newspaper, water etc.?</li> </ul>	
<ul style="list-style-type: none"> <li>Clarified receptionist's role (the receptionist/secretary has no role in the interview process and must not comment, on any aspect of the process, to candidates)?</li> </ul>	
<ul style="list-style-type: none"> <li>Agreed on a questioning system and advised the interview board of the agreed marking scheme?</li> </ul>	
<ul style="list-style-type: none"> <li>Distributed questions to each interview board member and discussed desired responses?</li> </ul>	
<ul style="list-style-type: none"> <li>Briefed the interview board members on recording of notes during the interview of each candidate? (It is important that a clear record is kept to justify marks awarded etc., in accordance with data protection requirements)</li> </ul>	
<ul style="list-style-type: none"> <li>Formally agreed candidate to be recommended to the Board of Management for appointment?</li> </ul>	
<ul style="list-style-type: none"> <li>Ensured that a form stating that the interview process has been completed is signed and collected?</li> </ul>	
<ul style="list-style-type: none"> <li>Collected the individual marking sheets and notes, which may subsequently be made available to the request?</li> </ul>	
Post Interview Administration	✓
<p>Has the Interview Board/Chairperson/Board of Management as appropriate...</p>	
<p>Checked the references of the highest ranked candidate?</p>	
<p>Submitted a written report to the Board of Management setting out;</p> <ol style="list-style-type: none"> <li>That the selection procedures have been complied with,</li> <li>If there has been a disclosure of interest/integrity to the Interview Board and the outcome of such disclosure,</li> <li>The name of the highest ranked applicant whom it considers most suitable for appointment,</li> <li>Confirmation of the receipt of suitable references for the highest ranked applicant nominated for appointment</li> </ol> <p><i>See section 13.1, Chapter 4, Circular 0044/2019</i></p>	
<p>The Chairperson of the Interview Board will retain;</p> <ol style="list-style-type: none"> <li>A record of the final marks and the ranking of applicants. This information shall be given to the Board of Management, if requested, as the employer.</li> <li>An order of merit which can be used if the highest ranked applicant nominated for appointment declines the position.</li> </ol> <p><i>See section 13.2, Chapter 4, Circular 0044/2019</i></p>	

Post Interview Administration	✓
Agreed to appoint the candidate so nominated, unless there is a good and sufficient reason not to do so and such reason was not known to the interview board; in which instance the matter is referred to the patron, whose decision shall be accepted by the BoM as final?	
Sought the prior written approval of the patron for the appointment of the successful candidate before he/she is notified?	
Having received written approval of the patron, notified the successful candidate in writing of his/her appointment and advised him/her that the appointment is subject to sanction of the Minister, confirmation of qualifications, registration with Teaching Council, compliance with statutory Garda vetting requirements and pre-employment medical screening etc. prior to commencement of the employment?	
Informed all unsuccessful interviewees after the successful candidate has accepted the post in writing?	
Ensured that the successful candidate and chairperson have completed the relevant appointment form and forwarded same to the DES?	
Entered into the appropriate contractual agreement with the Principal/Deputy Principal designate?	
Arranged for the retention of a record of criteria for shortlisting/interview and notes/marks from interviews for a period of 18 months?	