



## Primary Circular 0105/2006

TO: CHAIRPERSONS, BOARDS OF MANAGEMENT AND  
PRINCIPAL TEACHERS OF PRIMARY SCHOOLS

### EMPLOYMENT OF QUALIFIED PRIMARY SCHOOL TEACHERS

Your attention is drawn to the obligations of Boards of Management to recruit and employ fully qualified primary school teachers for all teaching vacancies in a primary school, regardless of the duration of the vacancy.

[Primary Circular 0023/2006](#) – Regulations Governing the Appointment and Retention of Teachers in Primary Schools for the School Year 2006/07 – which issued to all primary school Boards of Management in March, 2006, states in Section 7 that under no circumstances should a Board of Management engage an untrained person and commit to retaining that person for the full duration of a teacher's absence e.g. maternity leave, parental leave, career break etc..

If a Board of Management employs an untrained person in the 2006/07 school year, [the Notification of Temporary Appointment Form](#) which is submitted to the Department on the appointment of a temporary/fixed term teacher to facilitate salary payment, **must be accompanied by evidence from the Board of**

- the efforts that were made to secure the appointment of a fully qualified primary school teacher and
- the circumstances that necessitated the appointment of an untrained person.

Failure to provide this evidence may result in a delay in processing appointment forms.

The procedures for the appointment of teachers as outlined in the Constitution of Boards & Rules of Procedure for Boards of Management of National Schools must be adhered to at all times. In cases of anticipated fixed term vacancies of more than 22 weeks duration the positions should be advertised and filled through a formal recruitment process using the same procedures and criteria as for permanent vacancies. Arrangements for appointment of teachers in the case of sudden and brief absences such as illness or force majeure leave are a matter for the Board of Management.

Information regarding recognised qualifications can be obtained from the Primary Administration Section of the Department (Tel: 090 6483735/6483736). In this regard it should be noted that a post-primary qualified teacher is not fully qualified for the purposes of appointment as a primary teacher.

You can access this circular at [www.education.ie](http://www.education.ie) under Education/ Personnel/ Primary/ Circulars & Information Booklets or e-mail query to [primary\\_payments @education.gov.ie](mailto:primary_payments@education.gov.ie)

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Principal Officer

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