



**Information Note TC 0008/2022
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 2022/2023**

1. Introduction

- 1.1. This Information Note replaces [Information Note TC 0021/2021](#) 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. This Information Note TC 0008/2022 will not apply after 31st December 2022.

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 minimum 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 minimum period of at least 7 days is now reduced to 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 minimum 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 minimum period of at least 7 days is now reduced to 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.gov.ie/education

Clare Butler
Principal Officer
Teacher/SNA Terms & Conditions

09 June 2022