



Mr. Colm O'Tiarnaigh, Diocesan Education Secretary  
'Cill Íde', Summerhill, Enniscorthy, Co Wexford Y21D2V6  
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## REQUEST FOR THE PATRON'S APPROVAL FOR THE APPOINTMENT OF A PRINCIPAL TEACHER

Name of School: \_\_\_\_\_

Principal required from \_\_\_\_\_, 20\_\_\_\_

Newspaper/Website(s) & Date of advertisement:

Website/Newspaper \_\_\_\_\_ Date \_\_\_\_\_

(The closing date for applications must be not less than 14 days after the first publication of a web-based advertisement or 14 days after the final date of a newspaper advertisement, whichever is later. An advertisement for the position of a Principal may not be placed during July or August)

If, in exceptional circumstances, the Patron has allowed the BOM Chair to be excused from the Selection Panel, please state:

Name of substitute and date of appointment by the Patron<sup>1</sup> Name: \_\_\_\_\_ Date: \_\_\_\_\_  
BLOCK CAPITALS

Names & Addresses of Independent Assessors<sup>2</sup> (1) \_\_\_\_\_  
\_\_\_\_\_

(2) \_\_\_\_\_  
\_\_\_\_\_

Number of applications: \_\_\_\_\_ Women \_\_\_\_\_ / Men \_\_\_\_\_

Number of applicants interviewed: \_\_\_\_\_ Women \_\_\_\_\_ / Men \_\_\_\_\_

Venue of Interviews: \_\_\_\_\_

Date of Interviews: \_\_\_\_\_

Name of Teacher nominated: \_\_\_\_\_  
BLOCK CAPITALS

Date of BOM Meeting approving of successful candidate: \_\_\_\_\_

I declare that the above details are correct &  
all protocols and procedures for this appointment were adhered to.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson, Board of Management

[Return to: Mr. Colm O'Tiarnaigh, Cill Íde, Summerhill, Enniscorthy,  
Co Wexford Y21D2V6]

Incomplete forms will be returned

<sup>1</sup> c.f. *Governance Manual for Primary Schools 2015-2019*, 4.2 pg.65.

<sup>2</sup> Independent Assessor must be chosen from official diocesan list of Independent Assessors as notified on the Diocesan Website [anything to the contrary invalidates the entire recruitment process] & comply with the requirement of gender balance – a Selection Panel may not consist of all men or all women. See also,