Information Guide

Administrative Deputy Principal
An Cosán Community Special School (Roll Number: 20572K)
(Fitzwilliam Place North, Lower Grangegorman, Dublin 7))
Permanent Position
Ref: ADP26

An Cosán Community Special School provides for the needs of students with autism and complex needs with a professional recommendation for a special school, in addition to students with moderate general learning disability and complex needs, with a professional recommendation for a special school, from the beginning of Primary school up to eighteen years of age.

An Cosán Community Special School is a child-centred, co-educational, multi-denominational, publicly accountable school which strives to provide high quality education for every child attending. The school caters for an enrolment of 66 students in the medium term, pending a new permanent school building being provided.

In accordance with Section 22 of the Education Act 1988, and Section 23 of the Education (Amendment) Act 2012, the Principal provides leadership to teachers, other staff and to the pupils and the wider community. The Deputy Principal has overall responsibility, under the direction of Principal, for the day-to-date management of the school.

The Deputy Principal will be supported by the Principal, City of Dublin ETB, the National Council for Special Education (NCSE) and the Department of Education. The NCSE will also support the school in developing an appropriate transition arrangement for pupils as they enrol in the school.

City of Dublin Education and Training Board (City of Dublin ETB) was established on 1st July 2013 under the Education and Training Boards Act, 2013. City of Dublin ETB has 3,000 employees and an annual budget of €580m. It is the state education and training authority for Dublin city and serves the area covered by Dublin City Council. This provision is delivered to over 48,000 learners (20,000 full-time and 28,000 part-time) and is supported by a range of services including a psychological service, a curriculum development unit, a buildings maintenance unit and Head Office staff in Ballsbridge. It also has statutory responsibility for supporting the provision, coordination, administration and assessment of youth work services in Dublin city and is the lead partner for Music Generation Dublin City. City of Dublin ETB is also responsible for the national awarding authority for student grants in Ireland, Student Universal Support Ireland (SUSI).

Terms and conditions of employment: As per the Department of Education and Skills directives.

A minimum of five years wholetime teaching experience is essential for the above post.

Proposed Timeframe	Shortlisting will commence: 8th December 2026 Interviewing to be scheduled week beginning: 14th December 2026 ***All dates are subject to change and are for guidance only***
Salary	Further information available; gov.ie - Salary Scales (www.gov.ie) Salary will be payable directly by the Department of Education & Youth.
Location	This position will be based in An Cosán CSS, Fitzwilliam Place North, Lower Grangegorman, Dublin 7, D07 PY50.
Essential Qualifications & Experience	• Be fully registered with the Teaching Council under Route 1 (Primary), Route 4 (Other) or Route 2 (Post Primary). • Candidates must have a minimum of five year's recognised teaching service, two of which must be in a recognised primary school or post-primary school within the Republic of Ireland. • Applicants must comply with the eligibility criteria for Deputy Principalship as set out in Circular Letter 44/2019 from the Department of Education.

Desirable Qualifications & Experience	• A post-graduate qualification in Special Education is desirable. • Significant experience with children who have a diagnosis of Autism / Autistic Spectrum Disorders and / or Special Education Needs is desirable.
Profile	The successful candidate will: • Preferably have significant experience with children who have a diagnosis of Autism / Autistic Spectrum Disorders and / or Moderate General Learning Disability and / or Special Education Needs is desirable. • Be a leader, committed to the highest standards of education provision, administration and governance. • Have a passion for special education. • Show a deep commitment to an inclusive school environment. • Have a thorough knowledge of special education provision. • Have strong people management and organisation skills. • Be a visionary and have experience in delivering projects through teamwork. • Be conscious of the role the college plays in the local community. • Be aware of the importance of establishing links with employers and HE providers.
Obligations	The obligations of the Administrative Deputy Principal in general terms are as follows, without prejudice to the generality of the functions of the Administrative Deputy Principal: • Besides the discharge of specific administrative and management duties, the Administrative Deputy Principal also exercises a leadership and motivational role in the direction of the school enterprise. Together the Principal and Deputy Principal form the senior management team of the school, he/she must work in tandem to fulfil the aims and objectives of the school. That teamwork is also broadened to include the post holders to form part of the management team and the staff whose co-operation and commitment are also vital to the achievement of the goals of the school. • The Deputy Principal is required to deputise for the Principal and his/her absence in all matters organisational / administrative and in relation to discipline within the school. • The Deputy Principal must be willing to work in conjunction with / under the direction of the Principal. • The Deputy Principal will normally be required to be in attendance in the school throughout the school day. • The Deputy Principal may also be required by the Board of Management to be present in the school for periods during the State Examinations and for other periods outside the normal opening hours and days of the school such as may be necessary from time to time. • The Deputy Principal reports to the Principal. • In accordance with DE Circulars the Deputy Principal shall enter into an agreement with the Principal to undertake certain administrative duties from time to time, commensurate with the responsibilities of the position.
Competencies	The overall roles and responsibilities for this position relate to the four domains of Leadership and Management as specified in Circular Letter 0044/2019. **Candidates should note that questions relating to the following key roles will form part or all of the interview:** ***Leading learning and teaching*** • Promote a culture of reflection, improvement, collaboration, innovation and creativity in learning, teaching and assessment. • Foster a commitment to inclusion, equality of opportunity and the holistic development of each pupil. • Manage the planning and implementation of the school curriculum.

	• Foster teacher professional learning that enriches teachers' and pupils' learning. ***Managing the organisation*** • Create and maintain a positive school culture and a safe, healthy and purposeful learning environment, and sustain it through effective communication. • Manage the school's human, physical and financial resources so as to create and maintain a learning organisation. • Manage challenging and complex situations in a manner that demonstrates equality, fairness and justice. • Develop and implement a system to promote professional responsibility and accountability. ***Leading school development*** • Communicate the guiding vision for the school and lead its realisation. • Lead the school's engagement in a continuous process of self-evaluation. • Build and maintain relationships with parents, with other schools, and with the wider community. • Manage, lead and mediate change to respond to the evolving needs of the school and to changes in education. ***Developing leadership capacity*** • Critique their practice as leaders and develop their understanding of effective and sustainable leadership. • Empower staff to take on and carry out leadership roles. • Promote and facilitate the development of pupil participation, pupil leadership and parent participation. • Build professional networks with other school leaders.
Terms and Conditions	• The appointment will be subject to the sanction of the Chief Executive. • Any offer will be subject to the receipt of two satisfactory references. • For the purposes of satisfying the requirements as to health it will be necessary for the successful candidate before they are appointed, to undergo at City of Dublin ETB's expense, a medical examination by a qualified practitioner nominated by City of Dublin ETB. • The person appointed to the post will be required to contribute to the relevant Superannuation Scheme. • Extern work may not be undertaken without the prior consent of City of Dublin ETB. • Terms and conditions of employment: As per the Department of Education directives.
Citizenship Requirements	Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein, and Norway. Swiss citizens under EU agreement may also apply. Please visit the link below for updates to these requirements: Coming to Work in Ireland - Workplace Relations Commission # Please note that upon appointment the successful candidate must have valid right to work status.
Teaching Council	• Applicants must be currently registered with the Teaching Council of Ireland. • Applicants may be requested to provide a current Registration Certificate, or confirmation of Registration.

Garda Vetting	City of Dublin ETB is registered with the National Vetting Unit (NVU) which provides a disclosure service for organisations who have staff positions which may involve regular unsupervised access to children and vulnerable adults. As part of City of Dublin ETB's recruitment and selection process, offers of employment to all posts Iin Community Special Schools will be subject to NVU disclosures. City of Dublin ETB reserves the right to re-vet all staff employed in positions that entail working with children and vulnerable adults at any time during their employment.
Superannuation & Retirement	The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at **www.singlepensionscheme.gov.ie**. Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay, different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history. Key provisions attaching to membership of the Single Scheme are as follows: • Pensionable Age: The minimum age at which pension is payable is 66 (retirement age is linked to State Pension Age). • Retirement Age: Scheme members must retire on reaching the age of 70. • Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI). • Post retirement, pension increases are linked to CPI.
Exclusions	Candidates should note that persons who have taken part in public service early retirement schemes including the following are not eligible to take part in this competition: **Incentivised Scheme for Early Retirement (ISER):** It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the ***same employment or the same sector***. Therefore, such retirees may not apply for this position. **Department of Health and Children Circular (7/2010):** The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds. The same prohibition on re-employment applies under the VRS, except that the prohibition is a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. Persons who availed of either of these schemes are not eligible to take part in this competition.
Pension Abatement	If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please note: In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.** However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government

	Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however, be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.
Department of Education Early Retirement Scheme for Teachers Circular 102/2007	The Department of Education introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).
Exclusions	Candidates should note that persons who have taken part in public service early retirement schemes including the following are not eligible to take part in this competition: **Incentivised Scheme for Early Retirement (ISER):** It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the ***same employment or the same sector***. Therefore, such retirees may not apply for this position; **Department of Health and Children Circular (7/2010):** The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds. The same prohibition on re-employment applies under the VRS, except that the prohibition is a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. Persons who availed of either of these schemes are not eligible to take part in this competition. People who availed of VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility). **Department of Environment, Community & Local Government (Circular Letter LG (P) 06/2013:** The Department of Environment, Community & Local Government Circular Letter LG (PP) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed below, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 - 2011 and the Public Service Pensions (single Scheme and other Provisions) Act 2012) for a period of two years from their date of departure under this Scheme. These conditions also apply in the case of engagement / employment on a contract for service basis (either as a contractor or as an employee of a contractor). **Collective Agreement Redundancy Payments to Public Servants:** The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payment to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public

	interests Acts 2009 – 2011) for a period of two years from termination of the employment. People who have availed of this scheme a who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).
Ill Health Retirement	Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.
Pension Accrual	A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e., non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.
Additional Superannuation Contribution	Please note that an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017 is payable for this employment.
Declaration	Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement, including schemes not specifically mentioned above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.
Referees	Candidates must supply details of two referees on their application form, please note that these referees should have knowledge of you and your work to whom professional reference can be made. One of which should be your current or most recent employer. Referees may be contacted pre or post interview directly by City of Dublin ETB at its convenience and without further notice to candidates.

Notes:

- Applicants must create a profile in order to apply for positions via our online system, which can be done through the link below.
- Creating a profile is **NOT** applying for a position.
- After a profile is created only then can positions be applied for. The system will generate an email advising that a position has been applied for, and will provide the reference number. If you do not receive this confirmation you have not applied for the position.
- Please note that it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when forwarding applications are not the responsibility of the City of Dublin ETB. Therefore, candidates are strongly advised to submit applications well before the 12 Noon deadline on the specified closing date**.**
- Your application will be assessed on the information you submit. Please ensure all sections are completed fully and accurately, giving clear evidence of qualifications, skills, and experience. Incomplete applications may not be considered.
- All enquiries regarding your application should be made to applications@cdetb.ie. You must use the post reference in the subject line of the email.
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after appointment, in summary dismissal.
- Selection will be by the way of a competitive interview which will focus on the key skills and duties of the role and the competencies associated with roles at this level.
- Any travel or other expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded by City of Dublin ETB.
- City of Dublin ETB may contact the named referees and/or employers for a reference should you be called to interview.

Latest date for receipt of completed online applications is:

12 noon on Tuesday 8th December 2026

Late applications will not be accepted. Shortlisting may take place.
Canvassing will disqualify.
City of Dublin Education and Training Board is an equal opportunities employer.

Dr. Christy Duffy
Chief Executive