8th April, 2025

A Chara,

Thank you for contacting us in relation to the advertised position of Deputy Principal in Colaíste Éamann Rís, Cork City.

The post of Deputy Principal will be filled in accordance with the following:

1. The Edmund Rice Schools Trust Charter
2. Articles 20 and 21 of the Articles of Management for Catholic Secondary Schools
3. Department of Education & Skills Circular 04/98
4. Department of Education & Skills Circular 62/2021
5. Role Profile for the position of the Deputy Principal

Further information about the school is available on the school’s website, [www.cercork.ie](http://www.cercork.ie) and our social media channels, on Facebook, Instagram and TikTok.

I now attach the Application Form and the links below to the five associated documents which should be read to assist you in completing the form and gain an understanding of the application process.

1. The Edmund Rice Schools Trust Charter, available [here](https://www.erst.ie/wp-content/uploads/ERST-Charter-2020.pdf)
2. Circular 04/98, available [here](https://www.erst.ie/wp-content/uploads/Circular-04-98-Revised-in-school-management-structures-in-secondary-schools.pdf)
3. Circular 62/2021, available [here](https://www.erst.ie/wp-content/uploads/Circular-62-2021.pdf)
4. Articles 20 and 21 of the Articles of Management, available [here](https://www.erst.ie/wp-content/uploads/Extract-from-the-Articles-of-Management-Sections-20-and-21.pdf)
5. Role Profile of Deputy Principal, available [here](https://www.erst.ie/wp-content/uploads/Role-Profile-for-the-Position-of-DP.docx)

Completed Application Forms should be returned in PDF by email to [recruitment@cercork.ie](mailto:recruitment@cercork.ie)

Applications received after 12pm on Friday April 25th will not be considered for processing.

Provisional Date(s) for interviews: week of May 12th 2025

I wish you the best of luck with your application.