



## Volunteer Panel - Principal Recruitment Role Description

### Responsible to

The Regional Development Officer for the school

### Other Relationships

Sarah Williams - Volunteer Officer

**Overall purpose of the role:** To become a member of a panel of volunteers, to support the Principal Recruitment process in Educate Together schools. Volunteers from this Panel will be involved in the short-listing process and the interview process.

**Why was this role developed?** The main objective of Principal Recruitment is to select the best person to provide strong leadership in the management and development of a school. The job involves diverse roles and responsibilities, ranging from teaching and curricular leadership to building a strong partnership with students, teachers, parents and the wider community. This volunteer role provides an opportunity for people to invest their skills in the growth of our network. In order to recruit and hire suitable Principals, we need to have a variety of skills and experience on our interview panels.

### Keys areas of work

- The Principal Recruitment Policy will inform the work which takes place. The Policy was created to provide a consistent approach to all aspects of Principal Recruitment. The three key steps are outlined below
- When a post is advertised, the selection of the Interview Panel will take place by the Patron, Educate Together. Once this is done, the volunteer will attend a Shortlisting Meeting
- The Interview times will be set, venue arranged, and the volunteer must be available to be part of the Interview Panel, conducting the interview in accordance with the Policy and their training. The Policy specifically addresses key competencies, questioning style and question types. Educate Together expect the Policy to be strictly adhered to.
- Post Interview, all relevant documentation must be completed and submitted to the Chairperson of the Interview panel.
- The school Manager / Chairperson has responsibility for ensuring correct procedures are followed, and the volunteer is expected to support them in this role.

### Skills - Essential

- Commitment to the Educate Together Ethos
- A strong sense of discretion and a deep understanding of confidentiality
- Experience as a Principal / Chairperson in an Educate Together school
- Experience of being on an Interview panel in the past is preferable, but not essential, as full training is provided.

### Place of Volunteering

Locations of interviews vary, depending on school location.

**Commitment** This will vary, depending on your availability to join an Interview Panel. You may be asked to be part of a recruitment process once a year. In total, we estimate that one recruitment process will be up to 20 hours of your time.

For more information about the role or how to get involved, please contact Sarah Williams, Volunteer Officer on 01 429 2500 or [volunteer@educatetogether.ie](mailto:volunteer@educatetogether.ie)

### NOTES

- ★ Our Volunteer Officer will go through our Volunteer Policy and our Expenses Policy with you
- ★ You will be asked to sign a Volunteer Agreement Form
- ★ We will be checking references
- ★ All members of this volunteer Panel **must** complete Recruitment Training provided by Educate Together.