

E: 9/1/17 Temp II

Circular Memorandum No. 9

FROM: Permanent Secretary
Ministry of Education

TO: All Principals in Public Primary/Secondary Schools,
Schools Supervisors III/II/I

DATED: May 12, 2023

SUBJECT: Vacant Office of Principal (Primary) (Grade 7)
in a Government Assisted Primary School. (Amended)

Applications are invited from suitably qualified persons for promotion or transfer to the office of **Principal (Primary) (Grade 7)**, which is vacant in the under-mentioned Primary School:-

No.	School	Type	District
1.	St. Clement's	A.P.S	Victoria

(2) Particulars relating to the Office of Principal (Primary) are as follows:-

i **ROLE AND CORE FUNCTION**

This job requires the incumbent to perform professional and Supervisory work, rendering assistance in the management of a Primary School and teaching general subjects comprising the Curriculum of the Institution. The incumbent is required to assist in establishing systems and procedures for the physical safety of students and the maintenance of a healthy, safe and secure environment.

ii **MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS**

- Certification in teaching as evidenced by the possession of a Teachers' Diploma or Equivalent
- In-service Management training
- Bachelor's Degree in Education (Education Administration and/or Curriculum) or Equivalent
- Minimum of eight (8) years' experience as a certified Teacher in a Primary School including at least three (3) years in School Administration

(3) **A detailed Job Specification and Description for the Office of Principal (Primary)** is available at the Education District Offices, the Ministry's Head Office and Website.

(4) **PROCEDURES FOR SUBMITTING APPLICATIONS**

- Applications for the above office should be completed and submitted via the use of an [Online Application for promotion to Administrative Offices](#) in the Teaching Service, no later than June 9, 2023.
- Under cover of Circular Memorandum No 18 dated 16th October, 2019, a Manual pertaining to the use of the Online Application was issued to schools and is also available on the Ministry's Website for your perusal and guidance.
- This online application form can only be processed through the officer's officially assigned Ministry of Education email address.

- Principals are advised that Special Report forms and School Profiles can only be uploaded through their official Ministry of Education email address.
 - Principals and Schools Supervisors must ensure that all application forms are accompanied by the Special Reports, which must be completed and submitted on or before the closing date for applications.
 - Applicants, Principals and Schools Supervisors are to note that because of the nature of this online system, application and special report forms will not be accessed beyond the stipulated deadline date.
 - The Schools' Supervisor for each Education District is required to submit the School Profile for the Schools identified in this Circular on or before **June 30, 2023**.
- (5) **Please note that the names of the successful applicants who are not immediately placed as Principal (Primary) would be listed on an Order of Merit List which is valid for one year. Officers whose names are on an Existing Order of Merit List may apply for any of the advertised offices and indicate whether they wished to be re-interviewed.**
- (6) **At the closing date of this Circular Memorandum, all applicants must satisfy the requirements for the vacant Offices mentioned.**
- (7) **School Supervisors are required to submit profiles for the Schools advertised.**
- (8) Principals are required to bring this Circular Memorandum to the attention of all suitably qualified persons and to obtain signatures thereto as evidence that it has been seen also Principals are to prepare a list of names of the Officers who applied together with the School and Office they applied for and submit this list to the Human Resource Division **no later than June 30, 2023.**

REQUEST FOR TRANSFER

In submitting an application for transfer, the officer should state the reason(s) for the request.

Principals in Assisted Schools who wish to be transferred to an office advertised in this Circular Memorandum should ensure that their applications are submitted through their respective Boards of Management.

INCOMPLETE AND UNSUITABLE APPLICATIONS WILL NOT BE CONSIDERED.

Applications submitted without the following support documents/missing information will be deemed incomplete and unsuitable:

- Applicant's signature.
- Date of application.
- Copy of Birth Certificates attached (computerized only).
- Marriage Certificate (computerized only).
- Legible and clearly printed copies of:
 - ❖ Relevant academic qualifications.
 - ❖ Documentation showing proof of citizenship (if not born in Trinidad and Tobago).
 - ❖ Documentation from the relevant authorizing bodies, verifying equivalency for qualification obtained abroad.
 - ❖ Detailed information and relevant experience as it pertains to the office advertised.


Permanent Secretary
Ministry of Education

**PERMANENT SECRETARY
MINISTRY OF EDUCATION**

p.c. Director of Personnel Administration (Teaching Service Commission)
Secretary T.T.U.T.A.
Administrator General, Division of Education – Tobago House of Assembly
Kabir Panth Association (K.P.A.) Board of Management
Catholic Education Board of Management
Anglican Board of Management
Arya Pratinidhi Sabha (A.P.S.)
Presbyterian Primary Schools Board of Education
Trinidad Muslim League (T.M.L.) School Board of Management
Moravian School Board of Management
Tackveyatual Islamic Association (T.I.A.) School Board of Management
Seventh Day Adventist (S.D.A.) Board of Management
Anjuman Sunnat-ul-Jamaat Association of T&T (A.S.J.A.) Education
Sanatan Dharma Maha Sabha (S.D.M.S.) Board of Management
African Methodist Episcopal (A.M.E.) Board of Management
Methodist Board of Management
Fundamental Baptist Board of Management
Baptist Board of Management
Spiritual Baptist Board of Management
St. Barbara’s Spiritual Shouter Baptist