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Galway and Roscommon
Education and Training Board



**Cuan Na Gaillimhe
Community National School
Special Needs Assistant
Competition Reference: GR26 0588**

Galway & Roscommon Education and Training Board invites applications from suitably qualified and experienced candidates to form a panel for the post of Special Needs Assistant in Cuan Na Gaillimhe, Community National School. This panel will be used to fill immediate standard, fixed-term and specific-purpose full-time and part-time vacancies, as well as any further vacancies that may arise within Cuan Na Gaillimhe CNS during the 2026/2027 academic year.

Post Title: Special Needs Assistant (SNA)

Location: Cuan na Gaillimhe CNS, An Cimín Mór, Cappagh Road, Knocknacarra, Galway, H91KX30

Nature of Employment:

There is currently one vacancy available:

1 x Fixed Term position (Job Share Cover Post x 2) – 29 hours per week

A panel may be formed to fill future temporary, substitute vacancies (full/part time) as the need arises during the 2026/2027 Academic Year.

Start Date: October 2026 – August 2027

About the Role

The Special Needs Assistant (SNA) provides the necessary non-teaching services to pupils with assessed educational needs. They act in a care and support role that is non-teaching in nature. Their duties are assigned by the Principal acting on behalf of the Board of Management/ETB. Their work is supervised either by the Principal or another teacher as determined by the Principal. The SNA's primary function is to ensure the care and support needs of the students are met on a daily basis. Please refer to Circular Letter 0032/2026 for further information relating to the role of an SNA.

These appointments are subject to the approval of the Department of Education and Youth and the Director of the Redeployment Scheme.

CONDITIONS OF SERVICE:

Remuneration:

The remuneration offered is the SNA salary scale as determined by the Department of Education and Youth. Remuneration may be adjusted from time to time in line with Government pay policy. Please refer to Circular Letter 0057/2026 for further information of the current salary scale as of the 01.06.2026. €31,664 -€50,161

Person Specification:

Essential:

Each candidate must have:

- The minimum standard of education for appointment to the post of SNA which is FETAC Level 3 major qualification on the National Framework of Qualifications or a minimum of three Grade Ds in the Junior Certificate or equivalent;
- Excellent communication and interpersonal skills;
- The ability to build good relationships with pupils and colleagues;
- Excellent organisational and planning skills;
- A passion for working with children and the ability to manage groups of pupils;
- The ability to manage difficult behaviour effectively;
- Flexibility and creativity;
- The ability to work as part of a team;
- Good record-keeping and report-writing skills;
- Ability to show discretion in sensitive situations.

Desirable:

- Previous experience of working with children with autism.

Key Working Relationships:

- Principal and school management team
- Members of the teaching staff
- Other members of the support staff
- ETB Administrative Head Office
- Students
- Parents
- External Support Agencies

The duties involve tasks of a non-teaching nature such as:

1. Preparation and tidying up of classrooms;



2. Assisting children to board and alight from school buses. Where necessary travel as escort on school buses may be required;
3. Special assistance as necessary for children with particular difficulties e.g. helping special needs pupils with typing or writing or computers or other use of equipment;
4. Assistance with clothing, feeding, toileting and general hygiene and being mindful of health and safety needs of the pupil;
5. Assisting an out-of-school visits, walks, examinations and similar activities;
6. Assisting the teachers in the supervision of pupils during assembly, recreational and dispersal periods;
7. Accompanying individuals or small groups who may have to be withdrawn temporarily from the class for one reason or another;
8. General assistance to the class teachers, under the direction of the Principal, with duties of a non-teaching nature. (Special Needs Assistants may not act either as substitute or temporary teachers. In no circumstances may they be left in sole charge of a class);
9. Other duties as may be determined by the needs of the pupils and the school from time to time.

SNA Competency Framework

SNAs require specific knowledge and a high level of competence in the areas of:

Communication and Interpersonal Skills

- Is an excellent communicator who is able to motivate, encourage and instil confidence;
- Has the ability to quickly build rapport;
- Is respectful and displays high emotional intelligence;
- Is resilient, has patience and energy to persevere. Maintains composure in stressful situations.

Teamwork, Cooperation and Flexibility

- Creates team spirit, develops good working relations with others (SNAs, teachers and school management team);
- Co-operations with others, shares useful and relevant information and experience;
- Is flexible in approach, adaptable in working style, and open to change;
- Is punctual – shows up to work on time, and follows instructions, policies and procedures;
- Is able to work alongside and take direction from colleagues in a busy environment.



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Planning and Organising

- Plans ahead and organise work in an effective manner;
- Manages own time and priorities and re-prioritise where necessary;
- Takes follow up actions when required;
- Monitor work activity against plan and take remedial action when necessary;
- Keeps accurate and detailed records of student's needs and progress.

Commitment to Learning/Professional Development

- Evaluates own behaviour regularly with a view to continuous learning and development;
- Is open and responsive to constructive feedback regarding their work;
- Shows willingness to learn and seeks appropriate support, advice and guidance;
- Takes initiative to seek out training and development opportunities;
- Attends and /or actively participates in seminars and conferences, or any other training which may be beneficial to their role.

How to Apply:

Applications should be made via the online Hirelabs portal available at www.gretb.ie/jobs no later than 12 noon Monday 5th October 2026.

- All sections of the application form must be fully completed.
- Applications will not be accepted after the closing date and time.
- The admission of a person to this competition, or invitation to take tests or attend for interview is not to be taken as implying that the ETB is satisfied that such person fulfils the requirements.

IMPORTANT:

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 submitting applications are not the responsibility of GRETb. **Therefore, candidates are strongly advised to submit applications well before the 12 Noon Monday 5th October 2026.**

We acknowledge receipt of all applications. We endeavour to give as much notice as possible for interview dates etc., candidates should make themselves available on the date(s) specified by GRETb.

Selection Process

The selection process will include:

- Shortlisting of candidates on the basis of the information contained in their application
- Competitive Interview Process
- Satisfactory HR clearances (Garda Vetting, verification of qualifications, Occupational Health Clearance, two satisfactory employment references)



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Queries:

Any queries relating to the application process should be directed to recruitment@gretb.ie

Data will be processed in accordance with the ETB's Data Protection Policy and retained in accordance with the records' retention schedule therein.

Galway & Roscommon Education & Training Board is registered as a Data Controller.

Galway & Roscommon ETB is an equal opportunities employer. Recruitment to posts within GRETB is on the basis of merit as assessed at interview and supported by HR Clearances.