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Bord Oideachais agus Oiliúna  
na Gaillimhe agus Ros Comáin  
*Galway and Roscommon  
Education and Training Board*

## **Information Booklet**

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# **GRETB Special Needs Assistant (SNA) Positions**

**Academic Year 2026/ 2027**

**Closing Date: 12:00 noon Friday 19<sup>th</sup> June 2026**

## GRETb – Who We Are

Galway and Roscommon Education and Training Board is a statutory local education authority operating under the terms of the Education and Training Boards Act 2013.

The Board provides mainstream educational programmes to schools and colleges as well as providing a wide range of adult and community programmes. The Board’s educational remit is Galway City, Galway County and County Roscommon.

## Our Vision

Our schools provide quality learning opportunities through broad curricular experiences, academic and applied. Significant student support services are offered through pastoral support structures, guidance, student support team frameworks and our School Completion Programme. Schools also provide an extensive range of extra-curricular and co-curricular activities in accordance with our core values, affording opportunity to facilitate the holistic development of every student and facilitate them in reaching their human, spiritual and academic potential.

**List of GRETb Post Primary Schools and Colleges** [Post Primary Schools - GRETb | Galway and Roscommon Education and Training Board](#)

Galway City	
School	Address
Merlin College	Doughiska Road, Galway City
Galway Community College	Wellpark Road, Galway City
Galway Technical Institute (GTI) (PLC)	Fr. Griffin Road, Galway

Galway County	
School	Address
Archbishop McHale College	Dublin Road, Tuam, Co. Galway
Coláiste an Chreagáin	Mountbellew, Co. Galway
Coláiste Bhaile Chlair	Lakeview, Claregalway, Co. Galway
St. Brigid’s College	Baunoge, Loughrea, Co. Galway



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St. Killian's College	New Inn, Co. Galway
Clarín College	Caheroyn Road, Athenry, Co. Galway

<b>Aran Islands</b>	
School	Address
Coláiste Naomh Eoin	Inis Meáin, Oileáin Arran
Coláiste Ghobnait	Inis Oírr, Oileáin Arran
Coláiste Naomh Einne	Inis Mór, Oileáin Arran

<b>Gaelcholáiste</b>	
School	Address
Coláiste na Coiribe	Bóthar Bhaile an mBúrcadh, Cnoc na Cathrach, Gaillimh
Coláiste an Eachréidh	Baile Átha an Rí, Co. na Gaillimhe
Coláiste Cholmcille	Indreabhán, Co. na Gaillimhe
Coláiste na bPiarsach	Ros Muc, Co. na Gaillimhe
Coláiste Naomh Feichín	Corr na Móna, Co. na Gaillimhe

<b>Roscommon</b>	
School	Address
Roscommon Community College	Lisnamult, Co. Roscommon
Abbey Community College	Boyle, Co. Roscommon
Elphin Community College	Elphin, Castlerea, Co. Roscommon



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**GRETb SPECIAL NEEDS ASSISTANT (SNA) POSITIONS  
ACADEMIC YEAR 2026-2027  
COMPETITION REFERENCE GR26 0517**

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 within GRETb post primary schools/Colleges. This panel will be used to fill immediate fixed-term and specific-purpose full-time and part-time vacancies, as well as any further vacancies that arise within GRETb during the 2026/2027 academic year

**Post Title: Special Needs Assistant (SNA)**

**Nature of Employment: Fixed Term, Specific Purpose wholetime/part time**

**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.

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 0006/2026 for further information of the current salary scale as of the 01.02.2026.

**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;



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- 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:**

- Capacity to discharge the duties of the post through the medium of Irish.

**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

**Key Tasks:**

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.

#### ***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;



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- 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 portal available at [www.gretb.ie/jobs](http://www.gretb.ie/jobs) no later than 12 noon Friday 19<sup>th</sup> June 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 GRET. **Therefore candidates are strongly advised to submit applications well before the 12 Noon Friday 19<sup>th</sup> June 2026 deadline.**

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 GRET.

### **Selection Process**

The selection process may 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)

### **Queries:**

Any queries relating to the application process should be directed to [recruitment@gretb.ie](mailto: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.



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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.