

ADVERT ID 261053

Special Needs Assistant

Scoil Mhuire

St Oran's Road Buncrana County Donegal Buncrana F93 PN53

<https://www.scoilmhuirebuncrana.ie>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Tue Aug 18 2026
Application Closing Date: Tue Sep 1 2026
Commencement Date: Mon Sep 7 2026
Status of Post: Fixed-term
Number of Vacancies: 1
Number of hours per week: 32

SCHOOL DETAILS

School Type: Secondary School
Current Enrolment: 859
Droichead school: Yes

POST DETAILS

Additional Information:

Special Needs Assistant – Job Specification
 Responsibilities

The successful candidate will work as part of the school's Special Needs Assistant team, under the direction of the Principal, Deputy Principals, teachers and other designated members of staff. The primary responsibility of the SNA is to support students with special educational needs who have additional and significant care needs, enabling them to attend school, participate as fully as possible in school life and develop their independence.

Responsibilities may include:

- * Providing appropriate care support to students in accordance with their identified needs and individual care plans.
- * Assisting students with mobility, orientation and safe movement throughout the school environment.
- * Providing assistance with toileting, personal hygiene, feeding and other personal care needs, where required.
- * Assisting with non-nursing care needs associated with specific medical conditions, in accordance with school procedures and appropriate training.
- * Assisting with the moving and lifting of students and the operation of hoists or specialist equipment, where required and appropriately trained.
- * Supporting students with significant communication, sensory, social or emotional needs, including appropriate use of assistive technology.
- * Supporting teachers with the supervision and care of students in classrooms, corridors, recreation areas, school grounds, assemblies and at arrival and dispersal times.
- * Providing care support where a student needs to leave a classroom because of distress, safety, medical or personal-care requirements.
- * Supporting the safety of students and others where significant behavioural care needs arise and assisting in the implementation of agreed strategies.
- * Reinforcing positive behaviour and acting as a positive role model.
- * Assisting teachers in preparing and organising classrooms, workspaces, materials and equipment where this forms part of supporting students' care needs.

- * Supporting students in transitioning between classes, activities and different areas of the school.
- * Contributing, where appropriate, to the development and review of **Personal Pupil Plans and care plans**.
- * Assisting teachers and school management in maintaining appropriate **care records, monitoring systems and student documentation**.
- * Observing and recording relevant information regarding students' care needs and progress, as directed.
- * Liaising appropriately with teachers, the SEN team and school management regarding students' care requirements.
- * Participating, where requested and appropriate, in meetings relating to the care of students.
- * Supporting students' participation in school activities, educational visits, trips and other activities where additional care support is required.
- * Assisting students to access therapy or psycho-educational programmes under the direction of appropriately qualified personnel.
- * Participating fully as a member of the school community and undertaking other appropriate SNA duties assigned by the Principal in accordance with relevant Department of Education circulars.

Requirements

Applicants should:

- * Meet the Department of Education qualification requirements for appointment as a Special Needs Assistant.
- * Demonstrate a clear understanding of the role of the SNA as a care-support role rather than a teaching role.
- * Have the capacity to work effectively with students with a wide range of additional and complex care needs.
- * Demonstrate empathy, patience, discretion and respect for the dignity of students.
- * Have excellent interpersonal and communication skills.
- * Be able to work collaboratively as part of an SNA team and with teachers, the SEN team, school leadership, parents and relevant professionals.
- * Demonstrate flexibility and a willingness to be deployed according to the changing care needs of students across the school.
- * Have an understanding of the importance of promoting **student independence, inclusion and social participation.
- * Be capable of maintaining appropriate confidentiality regarding students and their families.
- * Demonstrate an ability to follow care plans, school procedures, risk assessments and directions from teachers and school management.
- * Be willing to undertake relevant training and professional development, including training relating to specific student care needs where required.
- * Be willing and able to provide personal and intimate care where required as part of the role.
- * Be willing to assist with mobility, lifting and specialist equipment where required and appropriately trained.
- * Demonstrate an understanding of child safeguarding and the professional responsibilities associated with working with children and young people.

Desirable

Previous experience working as an SNA or supporting children or young people with special educational and/or significant care needs would be advantageous.
Additional relevant training or experience in areas such as autism, complex needs, communication difficulties, sensory needs, Lámh/sign language, assistive technology, positive behaviour support, manual handling or personal care would also be advantageous.

Application

Applicants should submit:

- * 3 copies of a completed application form (available from our Website www.scoilmhuirebuncrana.ie)
- * Details of relevant qualifications.
- * Details of previous experience relevant to the role.
- * Details of relevant training, skills or professional development.
- * Contact details for referees as requested.

Applicants should clearly demonstrate in their application their experience and suitability for working with students with additional and significant care needs and their capacity to work collaboratively and flexibly as part of a whole-school SNA team.

Shortlisting may apply and only those shortlisted will be contacted.

Appointment will be subject to satisfactory references, Garda Vetting, compliance with relevant Department of Education requirements and confirmation that the successful candidate meets the required qualifications for appointment.

The successful candidate will be required to work flexibly as part of the school's SNA allocation. The post is not an appointment to work exclusively with any particular student or class. SNA support is allocated to the school as a resource and is deployed by school management

according to identified student care needs.

The role will be carried out in accordance with Department of Education Circular 0030/2014, other relevant Department circulars, school policies and the direction of the Board of Management and Principal.

[It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position upon offer of employment.](#)

APPLICATION REQUIREMENTS

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number:	62770C
Apply To:	FAO - Principal SNA Application 2026 St Oran's Road Buncrana County Donegal F93 PN53 info@scoilmhuirobuncrana.ie
County:	Donegal
Website:	https://www.scoilmhuirobuncrana.ie
Further Information:	https://www.scoilmhuirobuncrana.ie/page/Vacancies/36287/Index.html

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