



School Completion Programme Mahon/Blackrock
1 Project Worker position (Full-time): 35 hours per week

Organisation

The School Completion Programme (SCP) is a national programme funded by the Dept. of Education under Tusla Education Support Service. We provide a range of evidence based, needs led and outcomes focused interventions for children and young people attending the participating schools.

The Mahon/Blackrock School Completion Programme works with young people in 3 Primary and 3 Secondary schools in the Mahon/ Blackrock area. We work with students, their families and local community agencies to encourage students to reach their full potential within the education system. Our service interventions include 1:1 and group support aimed at improving students' emotional and social competencies, their motivation and engagement for school, learning dispositions and their overall educational experience.

The desired impact of SCP is retention of a young person to completion of the leaving certificate, equivalent qualification or suitable level of educational attainment which enables them to transition into further education, training or employment.

The three core outcomes of the School Completion Programme are:

Improved Attendance Improved Retention Improved Participation

The Role

- Provision of direct support to targeted students in and out of school and including during out of term time holiday periods
- Communicating with and providing support to families of referred students
- Liaising and collaborating with relevant stakeholders (Schools, Youth Services, Child and Family projects, Education Welfare, Tusla, Social Work etc.) on behalf of young people and their families
- Working on a one-to-one basis and in groups with young people both in school and after school
- Planning and delivery of evidence-based and evidence-informed activities
- Developing and delivering activity based after-school programmes
- School holiday support in one-to-one, small group and larger group settings
- Working as part of, and actively contributing to the SCP staff team and school care teams
- Adhering to the policies of the School Completion Programme

The Person
Essential

- Third level qualification in relevant area; ie. Youth Work, Community Development, Psychology, Social Care, Teaching.
- At least one-year post-graduate experience working with children/young people.
- Experience and knowledge in the variables that may cause barriers to young people engaging in school including educational disadvantage.
- Ability to identify needs, plan, implement and evaluate programmes.
- Ability to work as part of a team.
- Be ICT proficient.
- A working knowledge of Irish and / or EAL, an advantage.
- Own transport and have a full clean driving licence.

Desirable

1. Experience of interagency working and protocols
2. Experience working with families and young people at risk
3. Ability to think critically
4. Empathetic approach towards challenging behaviours
5. Ability to work well within and contribute to a team
6. Knowledge of education system
7. Ability to develop informed programmes to meet specific needs of marginalised young people
8. Experience in delivery of evidence-based programmes
9. To maintain records and an up to-date account of programmes.

Suitable candidates will be positive, creative and flexible and work well as part of a team

Remuneration:

Salary scale for this post will be as per CDETBC SCP Project Worker scale €39,661 - €58,157 starting point will be commensurate with qualifications and experience.

Annual leave 26 days plus 10 Irish Public Holidays. The posts will be fixed term/specified purpose contracts which are subject to funding, probationary period and satisfactory service in the post.

To Apply:

Please send your Curriculum Vitae including referees and a cover letter outlining your suitability for this post to: The Chairperson, scp@holycrosscork.ie no later than 12pm on Tuesday 1st Sept 2026.

Only those selected for interview will be contacted.

A panel of suitable applicants may be set up to fill vacancies, part time and full time, which may occur within a 4 month time period.

In accordance with The National Vetting Bureau (Children and Vulnerable persons) Acts 2021 to 2016, Garda Vetting is a standard requirement for the successful candidate.

Mahon/Blackrock School Completion Programme

Full time Project Worker

PERSONAL DETAILS				
Surname:			First Name(s):	
Address for Correspondence:			Home Address (if different):	
Email Address:			Mobile Telephone Number:	
			Home Telephone Number:	
Do have a current full driving licence?				
Yes ☐ No ☐				
GENERAL INFORMATION				
Current Occupation /Job Title (if applicable):			If currently employed – how much notice must you give?	
EDUCATION DETAILS				
Names and addresses of schools, colleges or universities attended	Dates Attended	Qualifications obtained (Please state <u>type of qualification</u> , <u>subjects studied</u>)	Awarding Body*	Date(s) Awarded

* Use appropriate initials e.g. NCEA, NUI etc. (Please use additional sheets if necessary)

ADDITIONAL TRAINING & DEVELOPMENT (Relevant to the post)				
Title of the Course Attended	Name of College/ Training Centre Attended	Content/ Details of Course	Dates Attended	Qualification/ Title of Award attained

EMPLOYMENT HISTORY (List the most recent employment first)	
1. CURRENT EMPLOYER: Company Name, Address & Telephone Number	Nature of Business:
Job title held:	
Key Responsibilities:	
Dates Employed:	From: To:
Reason for Leaving:	
2. Previous Employer: Company Name, Address & Telephone Number	Nature of Business:
Job title held:	
Key Responsibilities:	

Dates Employed:	From:	To:
Reason for Leaving:		

3. Previous Employer: Company Name, Address & Telephone Number		Nature of Business:
Job title held:		
Key Responsibilities:		
Dates Employed:	From:	To:
Reason for Leaving:		

ADDITIONAL INFORMATION Regarding your application	
Please say (in 400 words or less) why you are applying for this position and what qualities you consider are most important for the role?	
Teamwork is a vital part of this role, give examples (in 400 words or less) of work, academic and non-academic (activities, clubs, societies, voluntary work) where you have been a member of a team.	

Please give details (in **400 words or less**) of any areas of particular interest which you wish to discuss at interview relevant to the role or any further information you wish to supply in support of your application?

Hobbies & Interests

Please give details of your hobbies and interests:

REFERENCES

Please list name, address, telephone number and email address of two referees:

Referee #1		Referee #2	
Name		Name	
Address		Address	
Telephone No		Telephone No	
Email address		Email address	

Please indicate if we have your permission to contact these referees without further notice:

Yes ☐ No ☐

CONDITIONS

If you are successful in your application and are offered a position with School Completion Programme the offer may be conditional upon you: -

- 1) Successfully completing Garda Vetting clearance
- 2) Completion of 2 successful reference checks
- 3) You will be required to own or have the use of a car

DECLARATION

"I have reviewed the above information supplied to Mahon/Blackrock School Completion Programme and hereby certify that, to the best of my knowledge and belief, such information is true and complete and is not misleading in any material respect. I understand that any falsification, omission, or misrepresentation on my part will be treated as serious misconduct and may result in the termination of my employment with the company in the event that I am successful in my application for employment with Mahon/Blackrock School Completion Programme".

"I understand that certain information hereby provided by me is personal data, within the meaning of that term as defined in the Data Protection Acts 1988 and 2003 (the "Acts"), and I confirm that the provision of this information by me so that it may be processed for the purposes of consideration of my application constitutes a consent for the purposes of the Acts".

Signature:

Date:

****Handwritten signature not required if returning application form by email***

HOW TO RETURN YOUR APPLICATION FORM

Once complete, please return this Application Form by email for the attention of the Chairperson by Tuesday 1st of September 2026 to **scp@holycrosscork.ie**