

ADVERT ID 243012

## Special Needs Assistant

### Ballinrobe Community School

Convent Road Ballinrobe  
<https://www.ballinrobe.cs.ie>



#### MAIN DETAILS

**Status:** Active  
**Level:** Post Primary  
**Date Posted:** Wed Aug 13 2025  
**Application Closing Date:** Wed Aug 27 2025  
**Commencement Date:** Mon Sep 1 2025  
**Status of Post:** Permanent  
**Number of Vacancies:** 1  
**Number of hours per week:** 32

#### SCHOOL DETAILS

**School Type:** Community School  
**School Structure:** Co-Educational  
**Current Enrolment:** 840  
**Droichead school:** Yes

#### POST DETAILS

##### Additional Information:

Ballinrobe Community School invites applications from enthusiastic, caring, and suitably qualified individuals for the position of Special Needs Assistant to support students with additional educational needs in a post-primary setting.

##### Key Responsibilities:

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

1. Preparation and tidying up of classrooms.
2. Assisting pupils to board and alight from school buses. Where necessary travel as escort during school hours may be required.
3. Special assistance as necessary for pupils with particular difficulties e.g. helping pupils with typing or writing or computers or other use of equipment.
4. Assistance with clothing, feeding, toileting, intimate care needs and being mindful of health and safety needs of the pupil.
5. Assisting on out-of-school visits, walks, examinations and similar activities.
6. Assisting the teachers in the supervision of pupils during assembly, recreation and dispersal from the classroom for one reason or another.
7. Accompanying individuals or small groups who may have to be withdrawn temporarily from the classroom for one reason or another.
8. General assistance to the class teachers, under the direction of the Principal, with duties of a nonteaching nature. (Special needs assistants may not act as either substitute or temporary teachers. In no circumstances may they be left in sole charge of a class or group of children).
9. Participation with school development planning, where appropriate, and co-operation with any such changes with policies and practices arising from the school development process.
10. Engagement with parents of special needs pupils in both formal and informal structures as required and directed by school management.
11. Other duties appropriate to the grade as may be determined by the needs of the pupils and the school from time to time. Special Needs Assistants may be re-assigned to other work appropriate to the grade when special needs pupils are absent or when particular urgent work demands arise.

Essential Requirements:

- Minimum QQI Level 5 qualification in Special Needs Assisting.
- Empathy, discretion, and strong interpersonal skills. Flexible and works well as part of a team.
- Capacity to provide intimate care.
- Experience of Patient Handling including the use of a hoist

Desirable Criteria:

- Relevant experience in a post-primary setting
- Completion of a Patient Handling Course.
- Child Protection Training
- First Aid Training
- Additional CPD (e.g. autism, communication, behaviour support)

---

Application Process:

Applicants should submit:

- A detailed CV including contact details of two referees
- Applications should be emailed to: [principal@ballinrobechs.ie](mailto:principal@ballinrobechs.ie)

Closing Date for Applications: 9am 27th August 2025

Please note that an internal panel of suitable applicants may be formed from this competition.

This panel will remain active for the duration of the 2025/2026 school year and may be used to fill future SNA vacancies, including cover positions, as they arise.

Ballinrobe Community School is an equal opportunities employer. Garda vetting will apply.

Shortlisting may occur.

## APPLICATION REQUIREMENTS

- Referees (name, role, contact no.)
- CV (Digital)

### Applications may be submitted by

- Email

## APPLY TO THIS JOB VACANCY

**Roll Number:** 91462E

**Apply To:** Convent Road  
Ballinrobe

**County:** Mayo

**Enquiries To:** [info@ballinrobechs.ie](mailto:info@ballinrobechs.ie)

**Website:** <https://www.ballinrobechs.ie>

**Further Information:** <http://www.ballinrobecommunityschool.ie/page/Vacancies/5193/Index.html>

Information contained within this advertisement is copyrighted by IPPN and licensed by IPPN for use by job-seekers only. The information herein may not be downloaded, copied or used for any other purposes, including its replication on other recruitment & advertising websites, without the express prior written permission of IPPN.