

ADVERT ID 259199

Special Needs Assistant

Clonfert College

Ballinasloe, co. Galway Ballinasloe H53CP40
<https://www.clonfertcollege.ie>



MAIN DETAILS

Status: Active
Level: Post Primary
Date Posted: Wed Jul 22 2026
Application Closing Date: Fri Aug 21 2026
Status of Post: Substitute
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Voluntary Secondary School
School Structure: Co-Educational
Current Enrolment: 926
Droichead school: Yes

POST DETAILS

Additional Information:

Clonfert College is seeking caring, flexible and dependable individuals to join our panel of General Substitute Special Needs Assistants (SNAs). Successful applicants will provide support to students with additional educational needs by covering planned and unplanned absences of SNAs throughout the academic year.

The role is varied and rewarding, providing essential support to students in mainstream classes, special classes and across the wider school environment. Flexibility and a student-centred approach are essential.

Key Responsibilities

- * Support students with additional educational needs in accordance with the student's identified care and support needs.
- * Assist students to access the curriculum and participate fully in school life while promoting independence wherever possible.
- * Work under the direction of the Principal, Deputy Principal(s), AEN Co-ordinator(s) and class teachers.
- * Provide care support, including assistance with mobility, personal care, toileting, feeding and medical needs where required and in accordance with school procedures.
- * Support students during class, break times, lunchtime, school activities and educational outings as assigned.
- * Assist in preparing learning resources and maintaining an organised learning environment.
- * Promote positive behaviour, emotional regulation and social inclusion using restorative and supportive approaches.
- * Supervise students as directed while ensuring their safety and wellbeing.
- * Support students in developing communication, organisational, social and life skills.
- * Maintain accurate records where required and communicate relevant information to teaching staff.
- * Work collaboratively as part of the school's Additional Educational Needs (AEN) Team.
- * Maintain strict confidentiality regarding students and their families.
- * Carry out other duties appropriate to the role as assigned by school management.

Essential Requirements

- * Relevant SNA qualification meeting Department of Education requirements (minimum QQI Level 5 Special Needs Assisting or equivalent).
 - * Garda Vetting appropriate to working with children.
- NOTE: Clonfert College must complete Garda Vetting for all Special Needs Assistants
- * Excellent interpersonal and communication skills.
 - * Ability to work effectively as part of a multidisciplinary team.
 - * Flexibility and willingness to support students across a variety of settings.
 - * Commitment to safeguarding children and promoting student wellbeing.

Desirable Qualifications and Experience

- * Previous experience supporting students with autism, moderate general learning disabilities, physical disabilities, sensory impairments or social, emotional and behavioural needs.
- * Experience working in a post-primary school.
- * Training in:
 - * Autism supports
 - * Positive Behaviour Support
 - * Manual Handling
 - * First Aid
 - * Administration of Medication (where appropriate)
 - * Assistive Technology
 - * Communication supports (e.g. Lámh, PECS, AAC)
- * Knowledge of inclusive education and person-centred approaches.

Personal Attributes

The successful candidate will demonstrate:

- * Compassion, patience and empathy.
- * Professionalism and discretion.
- * Flexibility and adaptability.
- * Reliability and punctuality.
- * Initiative while working within agreed procedures.
- * Excellent teamwork skills.
- * A calm and positive approach when supporting students with varying needs.
- * A commitment to promoting student dignity, independence and inclusion.

Terms of Appointment

- * Casual, ad hoc substitute position.
- * Hours and days of work will vary depending on school requirements.
- * Employment and payment will be in accordance with Department of Education regulations and Circulars governing Special Needs Assistants.
- * Availability at short notice is desirable.
- * Substitute SNAs may be required to work across both campuses of Clonfert College depending on operational needs.

Applications may be retained for inclusion on the school's substitute SNA panel for the duration of the academic year. A request to complete Garda Vetting paperwork does not guarantee and/or indicate employment.

[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

- Letter of Application
- Copy of Certificates, Diplomas, Degrees
- CV (Digital)

Applications may be submitted by

APPLY TO THIS JOB VACANCY

Roll Number: 68485K
Apply To: Applications by EMAIL only to recruitment@clonfertcollege.ie using SNA2627 as the subject
County: Galway
Website: <https://www.clonfertcollege.ie>

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