

## SNA Appointments

In response to member queries on SNA appointments, we have produced a quick reference guide for each of the stages of the appointment process and relevant circular references.

The following procedures should be followed when appointing SNAs

### 1. References:

- [Circular 03/03 - Appointment Procedures for SNAs \(Updated August 2007\)](#)
- [Circular 15/05 - Contract of Employment for SNAs \(Primary\)](#)
- [Circular 59/06 - Seniority of SNAs](#)
- [Circular 21/2011 - Educational Qualifications for Appointment as SNA\)](#)
- [Circular 71/2011 - Public Service \(Croke Park\) Agreement – SNAs](#)
- [Circular 31/2016 - Garda Vetting](#)
- [Circular 34/2018 – SNA Panel Arrangements for the 2018/2019 school year](#)
- [Appendix H in the Governance Manual for Primary Schools 2015 - 2019](#)
- [SNA - Appointment Form](#)

### 2. Preparation

- *Sanction:* Check that the post has been sanctioned by NCSE
- *Nature of the Post:* – full-time or part-time
- *Role specification:* Draw up a list of duties, responsibilities and objectives
- *Necessity for Interview Process:* Is a new post warranted or should the hours of existing part-time SNAs be increased to cover the post?

### 3. Advertisement

The wording of an advertisement can be held to form part of the job description, so this needs to be considered carefully. While a number of websites are authorised, educationposts.ie is the preferred choice for SNA advertisements

### 4. Selection Board

The Selection Board should consist of the Chair of the BoM, the Principal and a Patron's Independent Assessor.

### 5. Interview Process

*Short-listing:* The Selection Board should meet to short-list the candidates for interview. Candidates who present a copy of PF1 (Panel Form 1) have Panel Rights and must be interviewed initially. If it has been established that none of those applicants possess the specific competencies and/or requirements to meet the special educational needs of the pupil(s), then and only then can the employer call other applicants for interview. The second interview process, if used, must be conducted on a separate day and in accordance with Appendix H of the Governance Manual for Primary Schools 2015-2019

*Preparation:* The Selection Board should prepare various areas to explore with the candidates during interview. The same questions should be asked of all candidates. Interviewers need to be careful not to ask questions that could be considered discriminatory e.g. questions concerning marital status, gender, age, race, membership of the travelling community etc.

*Marking:* The Selection Board should draw up a marking scheme for the interview.

*The Interview:* All candidates should be put at their ease and given every opportunity to make their case for being appointed.

*Report:* The Selection Board will complete a report to the BoM which will clearly state

- The name of the person being recommended for appointment
- A list of the other candidates in order of the marks they received at interview.

## **6. Appointment**

The BoM will appoint the person recommended by the BoM, unless it has good reason not to – in which case it will refer the issue to the Patron.

## **7. Conditions Precedent**

Any letter of offer to the successful candidate should contain some important conditions precedent i.e. satisfactory Garda vetting, medical fitness to do the job etc.

## **8. Contract and Payroll**

As part of the Appointment process the successful SNA should be given a copy of their contract of employment – Circular SNA 15/05.

Once an SNA has been appointed, the BoM must make immediate arrangement to have him/her entered on the payroll system.