



Kildare and Wicklow Education and Training Board on behalf of the Ballywaltrim School Completion Programme Local Management Committee invites applications for the following part time post:

School Completion Project Worker (20hpw), required for Ballywaltrim School Completion Programme.

The Ballywaltrim School Completion Programme, is a project funded under the School Completion Programme (SCP) which works with children and young people in 6 primary and 1 post-primary school. We work with students, the school, the family and the community to encourage students to reach their full potential and prevent early school leaving in the educational system.

The desired impact of SCP is the 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 objectives of the School Completion Programme are:

- Improved Attendance
- Improved Retention
- Improved Participation

Job Details

- Primary Location: **Ballywaltrim, Bray (St. Kilian's C.S. & St. Fergal's N.S.)**
- Reporting to: **John Murphy & Tom Sargent, BSCP Acting Chairpersons**
- Start date: **November 2025** End date: **February 2026** (may be extended)
- Job Type: **Project Worker** (temporary contract)
- Hours: **20 hours per week**
- Employment type: **Fixed Term Part time**
- Career Level: **Third Level Qualification**
- Salary: School Completion Project Worker Salary Scale, new entrants commencing on point 1 of the scale:
Part-Time (20hpw): €20225.71
Full time (35hpw) €35395.00
- **Annual Leave Days for (20hpw) September to August. On appointment, Leave Management will confirm Annual Leave entitlements.**
- This post is not a public service pensionable post.

The Position:

The Project Worker will work as part of a team within the Ballywaltrim SCP, providing support for students in school, after school and during holiday time and in the out of school setting.

Core Duties:

- Engaging the target group and enabling those young people to develop knowledge, skills, attitudes and behaviours particularly in the areas of social and emotional literacy, personal



effectiveness, school readiness and educational achievement to enable them to effectively participate in the school environment.

- Designing, organising, implementing, monitoring and evaluating education and welfare support programmes with targeted groups of young people in school, after school, during school holidays and with those not in full-time education, both in, the 'in school' and 'out of school'/community setting.
- Advocating on behalf of targeted participants as appropriate.
- Enabling and empowering young people to fully participate in their own formal education and other learning and development activities within the school environment.
- Working collaboratively with the other Education and Welfare Services, Home School Community Liaison (HSCL) and Education and Welfare Officers, the School Care Team, Principal(s) and other professionals to identify the young people to be targeted for the Project and to plan coordinated intervention for those young people across appropriate services which compliment SCP interventions.
- Operating efficient office procedures and administration systems e.g. maintaining records of all your work, managing files in relation to the young people you are working with and ensuring all reporting requirements are met and on time.
- Planning your own work schedule and setting work targets in consultation with the SCP Coordinator.
- Reporting regularly to the programme Co-ordinator and the SCP Management committee as required.
- Keeping up to date with local, regional and national developments in the education and welfare sector, in relation to both policy and practice.
- Undertaking any other work relevant to the development of the programme as may arise.

Professional Qualifications and Experience

- Education to National Diploma or Degree standard in youth/community work, education, psychology, social science/social care or related discipline.
- Experience of working with children and young people on a one to one basis and in groups is essential.
- Experience of facilitating evidence-based programmes for children and young people is desirable.
- Knowledge of the needs of children and families, with a particular emphasis on children living in disadvantage, is desirable.
- Access to a car and full driving licence. ● Garda vetting will apply.

Person Specification

- Excellent interpersonal skills, including ability to liaise with a wide range of contacts and build and maintain effective working relationships.
- Ability to be proactive, use own initiative and work effectively within a pressurised environment.
- Ability to work on own initiative.



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Seirbhís Tacaíochta
Oideachais Tusla
Tusla Education Support Service

- Strong communicator and team player.
- Positive and flexible approach to team working.
- Good written communications skills, including ability to draft summary information and correspondence.
- Good computer skills, including Word processing, MS Access, Excel, Internet and PowerPoint.

Application process:

Fully completed official application form should be submitted via email to jobapplications@kwetb.ie no later than **12 noon on Wednesday 22nd October 2025**

Short listing may apply.

Canvassing by or on behalf of the candidate will automatically disqualify.

Late applications will not be accepted. It is the responsibility of the candidate to ensure that the application form is received at the stated email address before the stated deadline. It is recommended applicants request a delivery receipt when sending their application.

Any technical difficulties encountered by the sender when submitting an application are not the responsibility of the KWETB.

HR Department, Kildare and Wicklow ETB, on behalf of Ballywaltrim School Completion Programme Local Management Committee