



BORD OIDEACHAIS AGUS OILIÚNA
CHILL DARAGUS CHILL MHANTÁIN
KILDARE AND WICKLOW
EDUCATION AND TRAINING BOARD



Seirbhís Tacaíochta
Oideachais Tusla
Tusla Education Support Service

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

1: School Completion Project Worker (Part Time, 30hpw) Fixed Term for Athy School Completion Programme (REF: SCAPWCB)

This is a fixed-term position to provide cover during a team member's career break. The contract will begin on 1st September 2026 up to the 31st August 2027, offering you the opportunity to work on meaningful projects and make a real impact during this period.

The Athy School Completion Programme is a project funded under the Tusla Education Support Service which works with children and young people in 3 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 Position:

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

Primary Location: Athy College, Athy, Co. Kildare with movement to the other schools in the cluster

Full details are available at <https://kildarewicklow.etb.ie/recruitment/current-vacancies/>

- Closing date for receipt of completed applications: **12 noon on Thursday, 28th May 2026**
- Interviews for this post will take place on *Thursday 11th June 2026*.



Project Information:

The School Completion Programme is a targeted programme which aims to increase the number of children and young people staying in primary and post primary school and in doing so improve the number that successfully complete the Senior Cycle, or equivalent. The School Completion Programme works with students aged 4-18.

The focus of the Programme is to work with those who may be at risk of educational disadvantage through early school leaving.

The School Completion Programme aims to impact positively on school:

- Attendance
- Retention
- Participation

The School Completion Programme is a national programme, and an action under the Department of Education & Youth DEIS Plan

Person Specification for Project Worker

Essential:

- Third Level qualification in: Youth and Community Work, Education, Social Science or Social care
- Minimum 1 year post qualification experience of working with children and young people who experience disadvantage.
- Experience working with children and young people in a one to one and group setting
- Positive, empathetic, and flexible in approach to working with children and young people experiencing disadvantage
- Experience in planning, implementing, facilitating and evaluating programmes
- Excellent interpersonal skills, including the ability to build and maintain effective working relationships with children & young people, their families, and other professionals
- Excellent organisational, communication, and time management skills
- Good IT Skills
- Full Driver's License and access to a car

Desirable:

- Knowledge and experience of Logic Model Planning
- Experience in the delivery of evidence based and evidence informed programmes
- Knowledge of the Irish Education System and the DEIS programme
- Knowledge of factors associated with early school leaving
- Knowledge of TESS, Tusla Education Support Services.
- Conversational Irish

Requirements:

- Commitment to the purpose of the School Completion Programme
- To consistently act in a professional manner
- To participate in regular supervision
- Flexibility in relation to hours of work to meet the needs of the work
- Participate in training programmes approved by SCP



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- Garda Vetting

Job Description:

The duties of the School Completion Programme Project Worker will include but are not limited to:

- Provision of direct, one to one and group supports and interventions to identified children and young people aged 4-18 years in primary and post-primary schools as part of the implementation and delivery of the School Completion Programme plan as set by the Local Management Committee and with the support of the Project Coordinator
- Provision of direct, one to one and group supports to young people across the 5 school as required
- Organising and facilitating the provision of in-school, out-of-school, after school and holiday time supports and evidence based/informed programmes for identified children and young people
- Engaging the target group and supporting those children and young people to develop knowledge, skills, attitudes, and behaviours 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.
- Enabling and empowering students to participate in their formal education and other learning and development activities within the school environment.
- Working collaboratively with other Tusla Education Support Service including Home School Community Liaison Coordinators, Educational Welfare Officers, the School Care team, Principals and other professionals to identify the students to be engaged with the Project and to plan coordinated intervention for those children and young people across appropriate services to compliment SCP interventions.
- Reporting to the Project Coordinator and the Local Management Committee as required.
- Keeping up to date with local, regional and national developments in the educational welfare sector, in relation to both policy and practice.
- Completing reports and other administrative tasks and recording procedures as required including attendance tracking and managing files in relation to students engaged.
- Following policies and procedures prescribed by Athy SCP in relation to child protection and other matters.
- Undertaking any other work relevant to the development of the programme as may arise.

This Job Specification is a guide to the general range of duties. It is not intended to be either definitive or restrictive and will be subjective to periodic review.



Additional Considerations for the Role

Fixed term contract: This is a fixed term contract. Continuation of this contract is dependent on the terms and conditions of a team member career break.

Funding: It must be understood that if the funding for the post is discontinued the post holder's contract may be terminated.

Medical: The successful candidate may be required to complete a medical questionnaire/undergo a pre-employment medical.

Garda vetting: As our work involves contact with children and young people, candidates under consideration for employment with Athy SCP will be subject to Garda Vetting.

References: The successful candidate will undergo 2 reference checks before commencing employment with Athy SCP.

Annual Leave: The Project Worker will be entitled to 24 days annual leave pro rata plus public holidays. The needs of the job must be considered when applying to take this leave.

Hours of work: The Project Worker will be expected to work 30 hours per week. Please note this position will require flexibility in relation to working hours. It is expected that the Project Worker will work during and after school hours.

Salary: The salary for this position is in line with the City of Dublin Youth worker scale (New Entrant) starting on point 1 of this scale. (pro rata)

Travel: This post will involve local travel. Domestic travel within Ireland and occasional meetings may also be required from time to time. Travel and expenses will be paid in accordance with appropriate public sector rates.

Base: The employment base is Athy College, Athy, Co. Kildare with movement to all schools in the cluster.

Applications: Applications should be made by way of the job application form only.

Application process:

Fully completed official application form should be submitted via email to jobapplications@kwetb.ie no later than **12 noon on Thursday, 28th May 2026**

- 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 Athy School Completion Programme Local Management Committee.