

St. Finian's / Swords Area II School Completion Programme: Project Worker x 2 & Administrator **(<https://www.activelink.ie/node/116434>)**

Project Worker x 2 + Administrator

The School Completion Programme was established in 2002 under the Department of Education Social Inclusion model. It offers a targeted programme which aims to increase the retention and participation of young people across 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 School Completion Programme aims to impact positively on school:

- Attendance
- Retention
- Participation

The Programme provides a broad range of targeted and universal interventions in DEIS schools and communities. The St. Finian's School Completion Programme is funded by the Department of Education and Youth through the Tusla Education Support Service (TESS).

The Roles

St. Finian's School Completion Programme provides supports to 1 post primary schools and 5 primary schools in and around Swords. St. Finian's School Completion Programme Local Management Committee invites applications for the position of Project Workers. The Project Worker will work as part of a team, providing support to targeted students in school, after school, out of school and during holiday time.

There are currently 2 Project Worker positions and one Accounts position to be filled:

1. One Full Time Project worker
2. One Part-time Project Worker – 18 Hours per week (over 3 days) with full time duties during holiday camps (5 days – 35 hours).
3. Accounts Administrator – circa 10 hours per month.

Reporting/Accountability Relationship

- The Project Worker reports to the SCP Project Coordinator.
- Salary Scale in accordance with City of Dublin Youth Service Board salary scale (€38,385, €40,883, €41,484, €44,750, €48,022, €51,302, €54,722, €56,447 as of 1/3/25).
- Hours of work
 - 35 hours per week (exclusive of lunch breaks). Please note this position will require flexibility in relation to working hours. It is expected that the Project Worker will work before, during and after school hours.
- Annual Leave
 - The Project Worker will be entitled to 26 days annual leave pro rata plus public holidays. The needs of the programme must be considered when applying to take this leave.
- Garda Vetting
 - The positions are conditional on satisfactory Garda Vetting Clearance.

Essential Criteria (Project Workers)

- Education to Degree standard (Lvl. 7) in a relevant area e.g. social care, education youth/community work, education/teaching, or a related discipline.
- Minimum of 1-year relevant paid experience working with young people in a similar role.
- Access to own transport is essential to carry out SCP duties at different locations.

Desirable Criteria

- Experience and knowledge in the delivery of evidence informed/ based programmes to young people.
- Knowledge of Logic Model planning.
- Knowledge of early school leaving factors in Ireland and familiarity with DEIS Schools.
- High levels of IT proficiency

Duties

School Completion Programme project worker works with primary and post primary students. The project worker reports to the SCP Coordinator under the direction of the local management committee.

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

Work collaboratively with Tusla Education Support Service including Home School Community Liaison Coordinators, Educational Welfare Officers, the School Care team, School Principals, class teachers, Youthreach, JLO, TUSLA Child Protection and other professionals to identify and support students in need.

- Build positive working relationships with management, school staff, community and local groups to ensure a continuum of support for students in need.
- Plan, Organise and deliver one to one / group support and interventions to identified young people in primary and post primary schools.
- Organise and facilitate the provision of in-school, out-of-school, after school and holiday time supports from an evidence based and evidence informed criteria.
- Support students who are presenting with school avoidance behaviours and registered in the SCP school cluster.
- Support students who are participating in our iScoil Blended Learning Centre.
- Attend and participate in SCP Referral meetings, Team meetings, supervision and relevant school and agencies meetings.
- Work with and support sessional staff in areas of homework club, breakfast club and holiday activity.
- Seek opportunities of additional support within the community for the students and their family.
- Actively promote attendance monitoring strategies within your schools and participate in attendance interventions programmes with HSCL, School personnel, Year Heads, class teachers, parents and TESS.
- Build positive working relationships with the target group of young people. Support young people to develop, reflect and strengthen their knowledge, skills, attitudes, and behaviours in the areas of social and emotional literacy, personal effectiveness, school readiness
- Empowering students to participate in their formal education and work from a solution focused approach to change.
- Work under the direction of the Project Coordinator and the Local Management Committee as required.
- Keeping up to date with local, regional, and national policy in educational welfare, child protection.
- Ensure consistent student timetables are in place, written reports, administrative tasks and recording procedures are up to date i.e. referrals, logic model (training will be provided) of recording, attendance tracking and file management.
- Engage in relevant SCP CPD and relevant external training opportunities.
- Remain up to date and familiar with the policies and procedures of St. Finian's SCP and the policy and procedures of the schools that you are based in.
- Flexibility in taking on additional work relevant to the development of the programme from time to time.
- Participate in review and evaluations of programmes and interventions under the retention plan. Work proactively with the SCP Team to implement relevant changes when required.

Person Specification

- Empathy compassion and the ability to relate to children and young people.
- Understanding of the causal factors associated with early school leaving and understanding children and young people from a trauma informed approach.
- Professional commitment to the purpose of the School Completion Programme
- Excellent interpersonal skills, including ability to build and maintain positive working relationships with children, young people, and adults.
- Excellent standards of reflection, self-awareness, accuracy and attention to detail.
- Ability to be proactive, to prioritise, to use your own initiative and work effectively within a pressurised environment.
- Engaging with children and young people with a focus on outcomes and achievement.
- Ability to represent the young person's voice.
- Positive and flexible approach to working as part of a team.
- Excellent written communication, including strong report writing skills.
- Ability to implement and adhere to national and local guidelines and policy.
- Good computer skills, including experience of MS Word, Excel & Internet use.

- Commitment to the purpose of the School Completion Programme and to work within the values, policies, and procedures of the Programme.

St. Finian's SCP Staff are required:

- To always act consistently in a professional manner.
- To always work in the best interest of the referred targeted group.
- To participate in regular supervision with your line manager
- To have flexibility in relation to work hours to meet the work's needs. Work during unsocial hours may be required. Normal working hours will be from 8am to 4pm.
- To identify training needs with your line manager and participate in training opportunities appropriate to the role.
- To undertake other duties as requested by the Local Coordinator and/or the Local Management Committee.

Essential Criteria (Administrator/Payroll Position):

- Education to Degree standard (Level 8) in Business/Accounting or Finance; Certification in Sage Payroll.
- Minimum of 1-year relevant paid experience working with payroll and accounts.
- Experience of financial reporting and compliance in a Section 56 funded organisation.
- Experience using ROS.

Duties (Administrator):

- Administration of the programme's computerised accounts.
- Payroll administration using Sage Payroll
- Preparation of financial returns and compliance documentation.
- Preparation of monthly payments documentation
- Filing & general office administration.
- To undertake other administrative/office duties as requested by the Local Coordinator and/or the Local Management Committee.

Reporting/Accountability Relationship (Administrator Position)

- The Administrator reports to the SCP Project Coordinator.
- Salary Scale in accordance with Grade 3 School Secretaries Scale (30,811-47,946)
- Hours of work
 - Minimum of 8 hours per month, as needed.
- Annual Leave
 - The Administrator will be entitled to 26 days annual leave pro rata plus public holidays. The needs of the programme must be considered when applying to take this leave.
- Garda Vetting
 - The positions are conditional on satisfactory Garda Vetting Clearance.

APPLICATION AND SELECTION PROCESS

To apply please email a letter of application along with a CV (including 2 professional referees) to stfiniansscp@gmail.com (<mailto:stfiniansscp@gmail.com>)

Shortlisting may apply. A panel will be formed for future vacancies arising in 2025.

Closing Date: 5p.m. on Friday, 4 July 2025. Applications will not be accepted after this date and time.

Further information can be obtained by emailing: james.kavanagh@scp.ie (<mailto:james.kavanagh@scp.ie>)

St. Finian's SCP is an equal opportunities employer

Region

Swords, Co Dublin

Date Entered/Updated

25th Jun, 2025

Expiry Date
4th Jul, 2025

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