



Shane Lambert

Fórsa

Via email: [slambert@forsa.ie](mailto:slambert@forsa.ie)

12<sup>th</sup> July 2021

**Re: Working Hours of Special Needs Assistants (SNAs)**

Dear Shane,

Further to recent discussions the Department's position in relation to the working hours of SNAs is set out below.

The SNA contract of employment is augmented by all of the relevant Departmental Circulars governing SNAs which detail the standardised terms and conditions of employment for SNAs. These Circulars are amended and new Circulars are issued by the Minister for Education from time to time.

The contractual position in respect of the working hours of SNAs is as outlined in their contracts of employment which were agreed with the school management authorities and the relevant Trade Unions representing SNAs (IMPACT and SIPTU) prior to their introduction in 2005. The agreement reached between the parties found expression in the two circular letters issued in 2005 detailing the contracts of employment for both primary and post-primary SNAs. Links to the SNA Contracts of Employment are as follows:

Department of Education Circular SNA 12/05 (Post-Primary)  
[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/sna12\\_05.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/sna12_05.pdf)

Department of Education Circular SNA 15/05 (Primary)  
[https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/sna15\\_05.pdf](https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/sna15_05.pdf)



These standard SNA contracts of employment has been designed to be flexible to cater for the different spectrum of working hours across all the various schools including primary, post-primary and special schools. No set hours were agreed but instead full-time SNAs are expected to work for the normal school hours in the school that they are working in, and in addition to be available for a period of time before and after school in order to help with reception and dispersal of children and preparation and tidying up of classrooms etc. These times are set locally by the school management and will vary from school to school depending on the requirements of the school.

**Part-Time SNAs:**

SNAs who are employed in a part-time capacity are paid a pro-rata amount dependent upon their level of hours of employment. Part-time SNAs are paid on the agreed divisor rate for pay purposes for part-time SNAs which is 32 hours. This divisor was also agreed with both the Management Authorities and the Trade Unions (IMPACT and SIPTU) that represented SNAs at the time.

**June Working Hours**

Furthermore, the contract for Special Needs Assistants in the post-primary sector specifically requires that SNAs are required to work the month of June on examinations and work appropriate to the grade.

**72 Hours – Croke Park Agreement:**

The position in respect of 72 Hours has previously been clarified to the staff side in correspondence issued in November 2020 to Fórsa.

I trust this clarifies the position for you.

Yours sincerely,

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Mark Bohan  
Principal Officer  
ESR