



CANDIDATE INFORMATION BOOKLET

PLEASE READ CAREFULLY

**Open Competition for Appointment to the Role of
Occupational Therapy Manager in Charge I
In the
National Council for Special Education
(Permanent Position)
Closing Date: 21st September 2026**

The National Council for Special Education is committed to a policy of equal opportunity.

This competition will be run in compliance with the Code of Practice for Appointment to Positions in the Civil Service and Public Service prepared by the Commission for Public Service Appointments (CPSA). Codes of practice are published by the CPSA and are available on www.cpsa.ie

Orange Recruitment will be administering the competition on behalf of the NCSE.

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Occupational Therapy Manager in Charge I in the National Council for Special Education

Section 1: Overview of the NCSE

Background

The National Council for Special Education (NCSE) was set up to facilitate the delivery of education services to persons with Special Educational Needs (SEN) arising from disabilities. The Council was established in December 2003. The NCSE's statutory functions include the coordination of the provision of education supports to children with Special Education Needs (SEN), their families and schools. It includes planning for the inclusion of students with SEN need in mainstream education settings and allocating supports for students with disabilities in mainstream and special school settings in accordance with national policies.

The NCSE is an independent civil service body under the aegis of the Department of Education (DE). The Headquarters of the NCSE is located in Trim, Co. Meath and it has approximately 30 local offices throughout the State.

Currently the NCSE support services are delivered through our regional teams comprising:

- Special Educational Needs Organisers (SENOS) who interact with parents and schools in providing resources to support children with special education needs.
- Advisors who provide Teacher Professional Learning (TPL) delivered mainly through seminars and in-school support to schools in the area of special educational needs.
- Visiting Teachers for Deaf/Hard of Hearing or Blind/Visually Impaired, who provide support to children and young people who are Deaf/Hard of Hearing or Blind/Visually Impaired, their families and teachers.
- Occupational Therapists, Speech and Language Therapists and Behaviour & Well-Being Facilitators who provide TPL – including in school support to schools to build school capacity to support students with special education needs.
- ISL – Specialist Classroom Support (SCS) who provide intensive in-class communication support for individual students.
- Head office and other personnel.

The NCSE is currently undergoing a significant organisational expansion which will enhance the delivery of services. It has developed a service delivery strategy based on three fundamental values: community, inclusion, and excellence. The NCSE is determined to encourage all stakeholders to practice conscious inclusion and equity-mindedness. Working for the NCSE entails actively contributes to the advancement of inclusive education, ensuring that all students, regardless of their needs, receive the individualized support they require to completely participate in their day-to-day school activities.

It should also be noted that the development and implementation of the Education Therapy Service (ETS) was announced in June 2025 under the remit of the NCSE. The ETS involves Speech and Language Therapists (SLTs) and Occupational Therapists (OTs) working in partnership with schools and families to provide



educationally relevant interventions and strategies that focus on the inclusion, participation and wellbeing of students.

The ETS builds on the strengths of the Education Therapy Support Service (ETSS). The ETS will replace the ETSS which had been announced in 2024 and reflects the government's commitment to a fully staffed, national therapy service for schools.

Regional Structure

NCSE Operations is currently comprised of the Eastern and Western regions which are led by a National Co-Ordinator in each region.

The Eastern region includes counties Monaghan, Cavan, Leitrim, Louth, Meath, Dublin, Kildare, Wicklow, Laois, Carlow, Wexford, Kilkenny, and Waterford.

The Western region includes counties Donegal, Sligo, Roscommon, Longford, Westmeath, Mayo, Galway, Offaly, Clare, Limerick, Tipperary, Cork, and Kerry.

Currently, each region has teams in the respective counties comprising of Advisors, SENOs, Visiting Teachers, ISL Advisors, and ISL SCS who are led by a Team Manager. Two teams in the Eastern and Western Regions are also comprised of OTs, SLTs and Behaviour & Well-Being Facilitators.

More information about the NCSE is available on its website at www.ncse.ie

Education Therapy Service

The development of the Education Therapy Service (ETS) was approved by Government in early 2025. It will build on the strengths of the therapy service previously delivered by the NCSE and is part of a broader inclusive education strategy. The service will initially include Occupational Therapists (OT) and Speech and Language Therapists (SLT) and will expand to include other grades such as Therapy Assistants and other professionals over time.

The service has commenced with some special schools in the 2025/2026 school year. Further implementation will then progress on a phased basis, with the aim that remaining special schools will have an assigned OT and SLT service in the 2026/27 school year. Over time, the service will expand to meet the needs of all children with special educational needs, whether in special schools, special classes or mainstream classes.

Every child in Ireland has right to access an appropriate education. Access to a high quality and inclusive education will ensure that each child reaches their full potential.

The ETS aims to maximise every child and young persons' participation and engagement by adopting a multi-tiered model of support. The model of support will provide individualised supports to children and young



people in their school context, while also supporting the school community's capacity to meet the needs of all children and young people attending their school.

The ETS will work with the HSE and other health and social care services to meet the holistic needs of the child/ young person. A core focus will include needs identified in a school setting that will benefit from an education-based therapy response. The ETS will actively promote inclusive education across the full continuum of education supports, while working collaboratively with parents, teachers, principals and other school staff, other NCSE services, HSE/HSE funded services and National Educational Psychological Service (NEPS).

The NCSE is currently recruiting for Occupational Therapy Managers in Charge Grade I to fill vacancies in the following regions:

Limerick, Cork, Waterford/Wexford, Portlaoise, Dublin, Meath, Sligo

Following an assessment process, candidates who achieve the qualifying standard will be placed on a panel from which appointments will be made. The post will be offered to the candidate ranked first and, if refused, to the remaining candidates in sequence until the post/s are filled. The Order of Merit will remain in place for a period of up to two years from the date of the first appointment, or until exhausted, and will be used to fill further vacancies, if any, that may arise during that period.

Section 2: Person Specification

Essential Criteria:

Candidates on or before the 21st September 2026 :

- Must be registered as an Occupational Therapist by the Occupational Therapist Registration Board at CORU.
- Have a professional qualification of high standard (upper second or better).
- Have a minimum of three years' experience as a Senior Occupational Therapist or Clinical Specialist Occupational Therapist working in an educational/schools context.
- Have a full driving license and access to own transport (please confirm this in application).

Desirable criteria:

Candidates should also have:

- Have experience in relevant post-graduate research.
- Have experience and knowledge of evidence-based practice, as applied to Occupational Therapy in an educational/schools context.
- Have proven knowledge of current research and policy relating to school-based practice internationally and in the Irish educational context.
- Have experience in the development and delivery of profession-related CPD and working collaboratively with schools to build their capacity to support students' needs in an inclusive capacity.
- Have experience in outcome focused practice



- Have experience of change management including introducing innovative practice within the discipline.
- Have experience of building productive relationships with a range of internal and external stakeholders.
- Have ability in liaising and/or collaborating with other professionals and disciplines.
- Have a knowledge of the Irish educational system or a capacity to acquire this knowledge.
- Have the requisite knowledge and ability, including a high standard of suitability and professional ability for the proper discharge of the duties of the post.
- Have a high level of interpersonal skills and ability to work within teams.
- Have experience in the use of relevant technology.
- Have ability to furnish reports or other statistical information to a very high standard.
- Have excellent oral and written communication skills.
- Have personal commitment, integrity and an ethical approach to work.



Section 3. Role Specification

The Role, Core Duties, and Responsibilities of the NCSE Occupational Therapy Manager in Charge I

Successful candidates will lead the delivery of Occupational Therapy service provision in a defined regional area. The Occupational Therapy Manager in Charge I will report to the Occupational Therapy Manager in Charge III in the NCSE and will function as a member of the therapy management team. They will work to ensure that children and young people with special education or additional needs, attending special schools, special classes and mainstream classes, have access to Occupational therapy services in a defined geographical area necessary to ensure children and young people achieve the best possible educational outcomes.

The Occupational Therapy Manager in Charge I will engage at a local level in a defined geographical area, ensuring the service is delivered in line with NCSE policy ensuring that all Occupational Therapists operate within the scope of Occupational Therapy practice as per CORU requirements and in accordance with local guidelines.

Successful candidates will work closely with the NCSE Team Managers to ensure service delivery to schools is integrated with existing NCSE services in line with government policy and best practice. The successful candidate will also work closely with local HSE services and other relevant voluntary bodies to ensure the ETS is delivered in a coordinated, seamless manner across education and health services.

A key objective of the role will be to ensure the Model of Service Delivery is meeting the needs of the school system and is integrated with existing NCSE supports while also operating in line with wider disability systems is a core aspect of this role. Close engagements with other key stakeholders at an appropriate local level including the Department of Children, Disability, Equality (DCDE), the Health Service Executive (HSE), the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS) and with other bodies as required, including TUSLA.

Key Responsibilities:

The NCSE Occupational Therapy Manager in Charge I is responsible for:

- Delivering the NCSE Occupational Therapy Scope of Service, within a designated geographical location, work of therapists in their area is delivered in line with CORU standards of practice and ethics.
- Planning, delivery and co-ordination of Occupational therapy services to children and young people, schools and teachers in line with agreed standards, continuously evaluated and improved.
- Delivering an Occupational Therapy service through a collaborative, multi-tiered model of support with children and young people, schools, teachers within the required timeframes in geographical areas.
- Engaging with parents and guardians to ensure the service is delivered in a meaningful manner for children, young people and their families.



- Lead on local service developments including the prioritising and management of the allocation of Occupational Therapy resources to schools. This includes ongoing audit and evaluation to maximise effectiveness, efficiency and quality.
- Operate within the scope of Occupational Therapy practice as per CORU requirements and in accordance with local guidelines.
- Take responsibility for staff and service safety including professional supervision within area of responsibility including the geographic area assigned.

Management and Development of the NCSE Therapy Service:

- Management, allocation, monitoring and prioritisation of workload for Occupational Therapists assigned to team in a geographic area.
- Leading and supporting a team of Occupational Therapists to ensure the design, development and delivery of evidence informed interventions provided directly to children and young people.
- Leading and supporting a team of Occupational Therapists on the design, development and delivery of teacher professional learning seminars, interventions and strategies to build the capacity of schools and teachers to support inclusive education and measuring their effectiveness through the use of evidence-based practice and robust outcome measures.
- Implementing a framework for outcome-focussed inter-professional practice between teachers and Occupational therapists that draws on the assimilation of the expertise of each discipline, including engagement with HEI's regarding initial training of both therapists and teachers.
- Support the development of evidence informed, interdisciplinary resource materials, in collaboration with schools, NCSE staff and therapy colleagues.
- Ensure support and professional supervision is in place for all Occupational Therapists under area of responsibility.
- Monitoring Occupational Therapy team goals through the Business Planning and Performance Management and Development System (PMDS). Report against these goals as and when requested.
- Carrying out all necessary line management functions including supporting and facilitating the training and development needs of new staff members.
- Motivating and leading a team of Occupational Therapists, including identification of individual goals and associated training needs.
- The day-to-day management of staff including managing leave and travel and subsistence.
- Assisting in the implementing of change arising from the issuance of new policy or operational initiatives.
- Implementation of quality assurance mechanisms in relation to the delivery of services.
- Participation by Occupational Therapists in the various NCSE working groups established in the areas of research, policy, records management etc.

Quality Management:

- Engaging at a local level to ensure processes, procedures protocols and guidelines are implemented in line with the Occupational Therapy scope of service and meet high quality standards for service delivery.
- Ensuring compliance with Standard Operating Procedures (SOPs) for Occupational Therapy and input into revisions to such standard operating procedures as and when required.



- Oversee a system of up-to-date clinical notes, records, reports and statistics is in place and in line with the scope of service and national document standards.
- Overseeing the organisation and maintenance of clinical equipment and identification of equipment needs, as appropriate, in your geographical area
- Ensuring that professional standards are maintained in relation to confidentiality, ethics and legislation.
- Working with NCSE colleagues to ensure a national consistent practice in all matters.
- Managing and implementing change in relation to their team's activity e.g. due to implementation of new policy or operational initiatives.

Collaborative Interdisciplinary Working:

- Ensuring coordination and alignment of Occupational therapy services with their speech and language therapy manager colleague as well as local NCSE Regional Team Supports (advisors, SENOs, visiting teachers, behaviour practitioners, Irish Sign Language (ISL) advisors, ISL School Classroom Support workers) through ongoing communication and liaison with NCSE Team Managers on a national and regional/team basis.
- Deliver a clear, consistent communication pathways with Team Managers including processes to review the efficacy and the implementation of these pathways.
- Oversight of induction for local on therapy delivery models.
- Membership of therapy management team.
- Co-ordinated liaison work with Team Managers to oversee the delivery of therapy support services to schools within NCSE regions.
- Supporting NCSE therapy liaising with the Department of Education and Youth's personnel including Special Education, NEPS, the Inspectorate, as appropriate.
- Implementation of agreements with other agencies including the HSE, TUSLA, to ensure the service is delivered in an aligned and coordinated manner.
- Implementation of the Occupational therapy's engagement with existing services in the HSE and section 38.39's ensuring service delivery in line with national agreements across health and education.
- Overseeing the implementation of the NCSE communications strategy at local level.
- Working as a member of the Therapy Management Team and carrying out clinical and educational duties as required and determined by the Head of Therapy services or delegate.

Education and Training:

- Maintain standards of practice and levels of professional knowledge by participating in continuous professional development initiatives and attendance at courses as appropriate.
- Engage in career and professional development planning.
- Delivery of NCSE strategic and business objectives at local level through Business Planning and PMDS processes and report on these to the Head of Therapy services or delegate.
- Promote continued professional development and training for staff in relation to on-going education, research, training and in-service needs of Occupational therapists to meet NCSE standards.
- Be responsible for the practice education of student therapists through provision of placements.
- Build and communicate an understanding of the role and contribution of Occupational Therapy within the NCSE teams to ensure a clear pathway for schools.



The above job description(s) are not intended to be a comprehensive list of all duties involved. The post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time. The post holder will also be expected to contribute to the development of the post while in office.

Annual Registration

On appointment practitioners must maintain annual registration on the Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU. Practitioners must confirm annual registration with CORU to therapy management in the NCSE.

Competencies

In addition to the above, applicants must demonstrate, by reference to specific examples from their career to-date, that they possess or have the capacity to acquire the qualities, skills and knowledge required for the role of Occupational Therapy Manager in Charge I, as identified in the following competency framework, below.

Team Leadership
• Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise • Provides clear information and advice as to what is required of the team • Strives to develop and implement new ways of working effectively to meet objectives • Leads the team by example, coaching and supporting individuals as required • Places high importance on staff development, training and maximizing skills & capacity of team • Is flexible and willing to adapt, positively contributing to the implementation of change
Judgement, Analysis & Decision Making
• Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors • Takes account of any broader issues, agendas, sensitivities and related implications when making decisions • Uses previous knowledge and experience in order to guide decisions • Uses judgement to make sound decisions with a well-reasoned rationale and stands by these • Puts forward solutions to address problems
Management & Delivery of Results
• Takes responsibility and is accountable for the delivery of agreed objectives • Successfully manages a range of different projects and work activities at the same time • Structures and organizes their own and others work effectively • Is logical and pragmatic in approach, delivering the best possible results with the resources available • Delegates work effectively, providing clear information and evidence as to what is required



• Proactively identifies areas for improvement and develops practical solutions for their implementation • Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively • Applies appropriate systems/processes to enable quality checking of all activities and outputs • Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers
Interpersonal & Communication Skills
• Builds and maintains contact with colleagues and other stakeholders to assist in performing role • Acts as an effective link between staff and senior management • Encourages open and constructive discussions around work issues • Projects conviction, gaining buy-in by outlining relevant information and selling the benefits • Treats others with diplomacy, tact, courtesy and respect even in challenging circumstances • Presents information clearly, concisely and confidently when speaking and in writing • Collaborates and supports colleagues to achieve organizational goals
Specialist Knowledge, Expertise & Self-Development
• Has a clear understanding of the role's objectives and targets of self and the team and how they fit into the work of the unit and Department/ Organisation and effectively communicate this to others • Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work. • Focuses on self-development, striving to improve performance
Drive and Commitment to Public Service Values
• Strives to perform at a high level, investing significant energy to achieve agreed objectives. • Demonstrates resilience in the face of challenging circumstances and high demands • Is personally trustworthy and can be relied upon. • Ensures that customers are at the heart of all services provided. • Upholds high standards of honesty, ethics and integrity.

*Generally based on Higher Executive Officer Level Competencies

The admission of a person to this competition, or invitation to attend any stage of the selection process, is not to be taken as implying that the NCSE is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that their application will receive further consideration. It is important, therefore, for candidates to note that the onus is on them to ensure that they meet the eligibility requirements for the competition before applying or attending for any stage of the selection process, if required. If candidates do not meet the eligibility requirements but nevertheless apply or attend for any stage of the selection process, they will be putting themselves to unnecessary expense as the NCSE will not be responsible for refunding any expenses incurred.



Section 4. Application & Selection Process

How to apply

Please note that Orange Recruitment will be administering the competition on behalf of the NCSE.

Please see attached link for further details including the application process:

<https://orangerecruitment.ie/register-ncse/>

Please note that all sections of the application form, must be fully completed or your application may receive no further consideration.

Please note candidates will be disqualified if they exceed the 350 word count as indicated for each section.

Closing Date

Your application must be submitted no later than 3.00pm on 21st September 2026

All queries relating to this recruitment campaign should be directed to **reception@orangerecruitment.ie** with the subject heading **Occupational Therapy Manager in Charge I.**

Interviews for these posts are likely to commence in October/November 2026.

Candidates should make themselves available on the interview date(s) specified by the Orange Recruitment/NCSE and should make sure that the contact details specified on the application form are correct.

The onus is on each applicant, to ensure that they are in receipt of all communication from Orange Recruitment/NCSE. Orange Recruitment/NCSE accepts no responsibility, for communication not accessed or received by an applicant. **Applications will not be accepted after the closing date of 3pm 21st September 2026.**

Selection Process

The selection may include:

- shortlisting of candidates on the basis of the information contained in their application
- presentation or other exercises
- a final competitive interview
- work sample/role play/ media exercise, and any other tests or exercises that may be deemed appropriate

Shortlisting:

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While you may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the NCSE may decide that a limited number only will be called to interview. In this respect, the NCSE provides for the employment of a shortlisting process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position.



This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. An expert board will examine the application forms against agreed shortlisting criteria based on the requirements of the position. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application.

Communication

Candidates should note that all communications relating to this competition including the provision of results, will issue by way of email only. Candidates should ensure that a valid email address is provided on the application form and should check that email address on a regular basis.

Candidates should make themselves available on the date(s) specified by the National Council for Special Education and ensure that the contact details specified on the application form are correct.

The National Council for Special Education will not be responsible for refunding any expenses incurred by candidates.

Candidates must produce satisfactory documentary evidence of all relevant qualifications and experience claimed by them, if required.

Section 5: Eligibility to Compete

Eligibility to compete and certain restrictions on eligibility. Citizenship Requirements_

Eligible Candidates must be:

- a. A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; **or**
- b. A citizen of the United Kingdom (UK); **or**
- c. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- d. A non-EEA citizen who has a stamp 4 permissions¹ or a stamp 5 permission.

To qualify candidates must meet one of the citizenship criteria above by the date of any job offer. Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the Public Service by any Public Service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Incentivised Scheme for Early Retirement (ISER)



It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are not eligible to apply for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010)

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider Public Service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013)

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Declaration

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Employer of Choice

As an **Employer of Choice**, the Civil Service has many flexible and family friendly policies, e.g. Worksharing, Shorter Working Year, Remote Working (operated on a 'blended' basis), etc. All elective policies can be applied for in accordance with the relevant statutory provisions and are subject to the business needs of the organisation.

Section 6. Principal Conditions of Service

General



The appointment is to a permanent post in the Civil Service and is subject to the Civil Service Regulations Act 1956 to 2005, the Public Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service.

Offers of appointments will be made by the Recruitment / Human Resources team on the basis of the final order of merit. Appointments will only be made when Recruitment / Human Resources are satisfied that the candidate meets the eligibility requirements of the competition, including those who have successfully completed the selection process and have complied with the CPSA Code of Practice. Eligibility, including word count, may be checked at any stage of the selection process.

Successful candidates will not be appointed to the post unless they:

- agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed; and
- are available to undertake, and fully capable of undertaking, the duties attached to the position.

Panels

Placement on the panels does not confer any right to appointment. Any vacancy arising in the eighteen-month period following the finalisation of the panel will be offered in turn to the candidates on the panel when the vacancy occurs, subject to the usual conditions as to suitability on health grounds etc. at the time each vacancy is being filled.

Any candidate on a panel who refuses an offer of assignment will be placed at the bottom of that panel and no further offer of assignment will be made to that candidate during the life of that panel until an offer has been made in turn to all other candidates on that panel. When the end of a panel is reached, offers will be made to candidates who previously refused an offer. If this second offer is refused by all candidates, the panel will be deemed to be exhausted.

Any candidate on the panel who is not offered appointment during the lifetime of a panel will have no claim to assignment thereafter merely because of having been on the panel. If the panel, prior to its expiry date, is deemed to be exhausted, the Recruitment / Human Resources team will close this panel.

Applications for this selection process will be processed on the basis that health and sick leave levels will not be verified until a candidate comes under consideration for appointment. Admission to the competition does not therefore imply that a candidate meets the health and sick leave criteria. In considering a candidate's suitability for appointment in terms of health and sick leave, Recruitment / Human Resources will have regard to the relevant Civil Service Circulars. Candidates with doubts about any aspect of their eligibility should clarify their position with the Recruitment team before applying.

Probation

On appointment, officers will serve a one-year probationary period at the end of which a decision will be made on substantive appointment to the position. The usual PMDS procedures apply in relation to performance monitoring and to probationary review. During the probationary period, the appointee will be assessed to determine whether they:

- have demonstrated the capacity to undertake the duties of the grade;



- have performed the duties in a satisfactory manner;
- have been satisfactory in general conduct;
- have been satisfactory from the point of view of attendance and punctuality; and
- have undergone in a satisfactory manner any training provided and deemed necessary by the NCSE for this role.

An officer whose service is not satisfactory will be notified of the action to be taken, subject to the provisions of the relevant Civil Service Circulars.

Pay

The salary scale for this position, with effect from 1st June 2026 is as follows:
Personal Pension Contribution (PPC) Pay Rate:

€78,592 €81,421 €82,967 €85,776 €88,634 €91,495 €94,350

Appointment will be made on scale and in accordance with the Civil Service guidelines

The PPC pay rate applies when the individual is required to pay a Personal Pension Contribution (otherwise known as a main scheme contribution) in accordance with the rules of their main/personal superannuation scheme. This is different to a contribution in respect of membership of a Spouses' and Children's scheme, or the Additional Superannuation Contributions (ASC).

A different rate will apply where the appointee is not required to make a Personal Pension Contribution.

Non-PPC Pay Rate:

€77,814 €80,615 €82,146 €84,927 €87,756 €90,589 €93,416

Annual Leave

On recruitment, the annual leave allowance will be 30 working days in a year. The annual leave allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five-day week and is exclusive of the usual public holidays.

Offers of Appointment

CPSA Code of Practice

The selection process for appointment to this position will be conducted in accordance with the Code of Practice titled Appointment to Positions in the Civil and Public Service (2022) published by the Commission for Public Service Appointments (CPSA).

Candidates are advised to familiarize themselves with the CPSA Code of Practice, including the responsibilities placed on candidates who participate in the appointment process.

The Review/Complaint Process as set out in the Code of Practice have specific timeframes that must be observed.



The CPSA Code of Practice may be accessed by visiting www.cpsa.ie or by contacting directly the Commission for Public Service Appointments, 6 Earlsfort Terrace, Dublin 2, D02 W773.

General

If candidates have any queries about this competition, they should email recruitment@ncse.ie

It is the candidate's own responsibility to ensure they retain copies of any documentation submitted in support of their candidature.

Section 7: Important Information

Confidentiality

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

Clearance Procedure

You will be required to complete and return a Garda eVetting form should you come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which you resided, verification of identity, qualifications, experience, and medical status, and the provision of references. However should your application for the competition be unsuccessful this form will be destroyed by NCSE. If you subsequently come under consideration for another position, you may therefore be required to complete a further Garda Vetting Form.

If you have resided / studied in countries outside of the Republic of Ireland for a period of 6 months or more, it is mandatory for you to furnish a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country. Candidates should be aware that any information obtained in the Garda Vetting process can be made available to the employing authority.

It is YOUR responsibility to seek security clearances in a timely fashion as they can take some time. You cannot be appointed without this information being provided and being in order.

Eligibility Requirements

Qualifications/eligibility may not be confirmed until the final stage of the process, therefore, those candidates who do not possess the essential requirements and proceed with their application are putting themselves to unnecessary effort/expense and will not be offered a position from this competition.

Please note that NCSE is not in a position to consider or offer advice on the qualifications/eligibility of individuals unless they come under consideration. The onus is on the candidate to ensure they fulfil the eligibility requirements set out. NCSE reserves the right to deem an applicant ineligible at any stage if it is apparent that the candidate does not hold the required eligibility/qualifications e.g. from the submitted application form. Candidates who come under consideration following the final selection stage will be required to provide documentary evidence of their eligibility, including qualifications.



Candidates who are unable to show that they hold the required qualifications may be withdrawn from the competition at any stage. An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

Other important information

The National Council for Special Education will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a campaign, or invitation to attend an interview, is not to be taken as implying that the National Council for Special Education are satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position the National Council for Special Education will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Board may, at its discretion, select and recommend another person for appointment on the results of this selection process.

Appointment process from panels

Offers of appointment must be accepted within a maximum period of five working days from date of offer; otherwise, the offer will be considered as having been refused. If a person refuses, or is deemed to have refused, the post will be offered to the next candidate on the panel in accordance with the order of merit. If a candidate:

- Accepts an offer, then he/she will be removed from all other panels for which they have applied.
- Refuses an offer of assignment he/she will be placed at the bottom of that panel and no further offer of assignment will be made to that candidate during the life of that panel until an offer has been made in turn to all other candidates on that panel. When the end of a panel is reached, offers will be made to candidates who previously refused an offer. If this second offer is refused by all candidates, the panel will be deemed to be exhausted.

Candidates with Disabilities

Candidates who have indicated on their application or profile that they would like to avail of reasonable accommodations are asked to submit a psychologists/medical report. The purpose of the report is to provide NCSE with information to act as a basis for determining reasonable accommodations, where appropriate.

These reports must be forwarded to Recruitment@ncse.ie by **3pm on 21st September 2026**.



If you would like to talk about your candidature and any accommodations that may be of benefit during the recruitment process, please contact recruitment@ncse.ie. For further information on the accessibility of our service please see our Accessibility page.

Section 8: Review Procedures

Procedures where a candidate seeks a review of a Decision taken in relation to their application

A request for review may be taken by a candidate should they be dissatisfied with an action or decision taken by the National Council for Special Education (NCSE). The NCSE will consider requests for review in accordance with the provisions of Section 7 of the Code of Practice Appointments to Positions in the Civil and Public Service published by the Commission for Public Service Appointments (Commission). When making a request for a review, the candidate must support their request by outlining the facts they believe show that the action taken, or decision reached was wrong. A request for review may be refused if the candidate cannot support their request.

The Commission recommends that, subject to the agreement of the candidate, where the office holder (in this instance the Chief Executive Officer of NCSE) considers the matter could be resolved they should first seek to engage on an informal basis, before making use of the formal review procedure.

Procedure for Informal Review

- A request for Informal Review must be made within 5 working days of notification of the decision and should normally take place between the candidate and a representative of the NCSE who had played a key role in the selection process.
- Where the decision being conveyed relates to an interim stage of a selection process, the request for informal review must be received within 5 working days of the date of receipt of the decision.
- Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below.
- If the candidate wishes the matter to be dealt with by way of a formal review, he/she must do so within 5 working days of the notification of the outcome of the informal review.

Procedure for Formal Review of Selection Process

- The candidate must address his/her concerns in relation to the process in writing to the Chief Executive, outlining the facts that they believe show an action taken or decision reached was wrong.
- A request for review must be made within 10 working days of the notification of the selection decision. Where the decision relates to an interim stage of a selection process, the request for review must be received within 4 working days.
- Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Chief Executive.
- The outcome must generally be notified to the candidate within 25 working days of receipt of the request for review.

Complaints Process



A candidate may believe there was a breach of the Commission's Code of Practice by NCSE that may have compromised the integrity of the decision reached in the appointment process. The complaints process enables candidates (or potential candidates) to make a complaint under Section 8 to the Chief Executive Officer of the NCSE in the first instance, and to the Commission for Public Service Appointments subsequently on appeal if they remain dissatisfied.

Allegations of a breach of the Code of Practice should be addressed in writing, and within a reasonable timeframe, to the Chief Executive Officer in the first instance. The complainant must outline the facts that they believe show that the process followed was wrong. The complainant must also identify the aspect of the Code they believe has been infringed and enclose any relevant documentation that may support the allegation. A complaint may be dismissed if they the complainant cannot support their allegations by setting out how the National Council for Special Education has fallen short of the principles of this Code.

On receipt of a complaint, NCSE may determine to engage with the complainant on an informal basis.

For further information on the above procedures please see the Code of Practice *Appointments to Positions in the Civil and Public Service* which is available on the website of the Commission for Public Service Appointments, www.cpsa.ie

There is no obligation on the NCSE to suspend an appointment process while it considers a request for a review. Please note that where a formal review of a recruitment and selection process has taken place under Section 7 of this Code of Practice, a complainant may not seek a further review of the same process under Section 8, other than in the most exceptional circumstances that will be determined by the Commission at its sole discretion.

Requests for Feedback/Test Rechecks

Feedback in relation to the selection process is available on written request. There are no specific timeframes set for the provision of feedback or for carrying out rechecks.

Please note that the Review Process as set out in the Code of Practice is a separate process with specified timeframes that must be observed. Receipt of feedback is not required to invoke a review. It is not necessary for a candidate to compile a detailed case prior to invoking the review mechanism. The timeframe set out in the CPSA Code cannot be extended for any reason including the provision of feedback and/or the outcome of recheck

Section 9: Candidate Obligations

Candidate Rights and Obligations

Confidentiality

Subject to the provisions of the Freedom of Information Acts 2014, applications will be treated in strict confidence. The NCSE would like to assure all applicants that protecting confidentiality is a priority. Each applicant can expect, and the NCSE guarantees, that all enquiries, applications and all aspects of the proceedings will be treated as strictly confidential and will not be disclosed to anyone, outside those directly involved in that aspect of the process.

General Data Protection Regulation (GDPR)



The GDPR came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a competition, a computer record is created in your name. Fully documented records, which clearly support each stage of the process, will be forwarded to and retained by the Human Resources Directorate. However, under the terms of the General Data Protection Regulations, Article 5, section 1(e), the Human Resources Directorate will not retain any personal documents in relation to this competition, including candidates' application forms, assessments, CVs, notes, marks or any other feedback from the selection process, after a period of eighteen months from the date of release of the panel. To make a request to access your personal data please submit your request by email to: recruitment@ncse.ie

Complaints/ Requests Review

Complaints/requests for review will be considered by the NCSE in accordance with the procedures set out in the CPSA Code of Practice 2022. A review/complaint form, and related timeframes, can be requested by email to: recruitment@ncse.ie

Requests for Feedback/Test Rechecks

Feedback in relation to the selection process is available on written request. Feedback and rechecks may be requested within the timeframes set out for submission of a complaint or review request. However, please note that the Review Process as set out in the Code of Practice is a separate process with specified timeframes that must be observed. Receipt of feedback/recheck is not required to invoke a review. It is not necessary for a candidate to compile a detailed case prior to invoking the review mechanism. The timeframe set out in the CPSA Code cannot be extended for any reason including the provision of feedback and/or the outcome of rechecks.

Candidates' Obligations:

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- personate a candidate at any stage of the process
- interfere with or compromise the process in any way

Use of Recording Equipment

The NCSE does not allow the unsanctioned use of any type of recording on its premises or any location where assessments/tests/interviews, etc. take place, e.g. video interviews, teleconference. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes. Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This policy is in place to protect the privacy of staff and candidates/clients and the integrity of assessment material and assessment processes. Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach



could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

Contravention of the Code of Practice

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine or imprisonment.

In addition, if a person found guilty of an offence was, or is a candidate at a recruitment process,

- they will be disqualified as a candidate and excluded from the process;
- has been appointed to a post following the recruitment process, they will be removed from that post.

Specific candidate criteria

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned,
- Be suitable on the grounds of character,
- Be suitable in all other relevant respects for appointment to the post concerned.

If successful, they will not be appointed to the post unless they:

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed,
- Be fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by the National Council for Special Education, or who do not, when requested, furnish such evidence as the National Council for Special Education require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Candidates are expected to provide all requested documentation to the NCSE, including all forms issued by NCSE for completion, within five days of request. Failure to do so will result in the candidate being deemed to have withdrawn from the competition and their candidature will receive no further consideration.

Quality Customer Service

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

Feedback will be provided on written request. A request for feedback does not impact on the timeframe set out for seeking a review.



Confidentiality of Information and Materials

It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection process e.g. through social media or any other means, may result in you being disqualified from the competition.

Please note that all assessment and test materials are subject to copyright and all rights are reserved. No part of the test material (including passages of information, questions or answer options), associated materials and/or interview related information may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the selection process.

Canvassing

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Other

Should the circumstances arise where elements of the selection process are undertaken by third party providers, it will be necessary for your information to be shared between the IPS and these parties in order for your application to be processed.

Section 10: General Data Protection Regulation

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

By submitting an application form for the purpose of applying for recruitment to, or promotion or assignment within the NCSE, candidates give consent for the personal data submitted to be processed as part of the selection process and administration of that competition. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. If you are successful in the recruitment and selection competition, your application may be made available to the Human Resources section of the organisation to which you have been assigned. By consenting to this agreement, candidates give permission for the data submitted as part of this application form to be processed by NCSE's Competitions & Recruitment section for the purpose of administration and for relevant data to be made available to assessment boards for the purpose of assessing and selecting the most suitable candidate(s). The data submitted will not be used for any other purpose and will be retained in accordance with the Department's retention policy.

All such information will be maintained safely and securely in line with the provisions of the Data Protection Acts 1988-2018 and the General Data Protection Regulation 2016/678 (GDPR). Personal information will be treated in confidence and will not be shared with any party outside of those outlined as part of the selection process and administration of the competition.



In line with the Data Protection Acts 19 88-2018 and the General Data Protection Regulation 2016/679, you maintain, among others, the following rights in this regard:

- To receive a copy of the personal data that we hold about you.
- To request that any inaccurate data that is held about you is corrected or, if we have incomplete information, you may request that we update the information such that it is complete.
- To request, in certain circumstances, that we erase your personal data. To restrict processing.
- To have your personal information sent directly to yourself or to another organisation.
- To make a request to access your personal data please submit your request by email to: dataprotection@ncse.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

Information in relation to a candidate's personal data held by the National Council for Special Education are set out at <https://www.ncse.ie/ncse/foi-access-to-information/>



Appendix 1

PRSI, Pay and Superannuation implications of moving from a Public Service Body to the Civil Service

PRSI Class

- Prospective candidates who currently have an entitlement to retain their modified PRSI status (Class B, C or D) due to their public service career history (in general, those appointed to the public service before 6 April 1995 and who have had no breaks in service¹ between such employments), and who take up a position in the NCSE immediately i.e. with no break in service, will move to Class B PRSI status in accordance with Department of Social Protection regulations.
- Notwithstanding that if an individual has been paying modified insurance while employed in a previous public service body, where a prospective candidate takes a break in service between the last day of service in that body and their appointment to the NCSE, they will move to Class A PRSI, in accordance with Department of Social Protection regulations.

Pay Rate

- It should be noted that members of the Established Civil Service Scheme who hold modified PRSI status (Class B) are not required to make a Personal Pension Contribution (PPC) and as such they will have no entitlement to the Personal Pension Contribution (PPC) Pay Rates referenced in Section 6: Principal Conditions of Service above.
- Individuals who are currently in situ with the HSE, or elsewhere in the public service with modified PRSI should be aware that should they opt to take up a position in the NCSE, upon appointment they will become a member of the Established Civil Service Scheme, will not be required to make a Personal Pension Contribution and will be placed on the relevant non-PPC pay scales on the equivalent point (not value) that they are currently on in the HSE. For example, if an individual is currently working in the HSE on point 5 of the relevant pay scale, and they take up a position in the NCSE, they will be placed on the corresponding point 5 on the non-PPC pay scale in the NCSE. This will result in a reduction of their gross pensionable pay and may have an impact on their net pay.
- Individuals should be aware of any potential changes to pay scales if they are currently in situ in the HSE/wider public service, have modified PRSI status, are currently required to make a Personal Pension/Main Scheme Contribution in respect of the membership of a superannuation scheme and they now opt to take up a position in the Civil Service through open competition.

Professional Added Years (PAY)

- Professional Added Years (notional pensionable service added to the actual service of professional, technical, and specialist grades) are a feature of pre 2013 public service pension schemes only and are not applicable in the Single Scheme.
- While Professional Added Years do not transfer under the Public Sector Transfer Scheme, there are provisions in the relevant Civil Service Circulars which may be relevant in respect of facilitating an assessment of Professional Added Years based on the entry requirements of a former public service post.



- 'New Entrants' (as defined under the Public Service Superannuation (Miscellaneous Provisions) Act 2004, who are assessed under PAY Circular 8/2005 may retain an entitlement to a Professional Added Years assessment based on a former public service post.
- Non-New Entrants in the Civil Service are assessed under PAY Circular 12/1997. Candidates in this cohort who may have a current entitlement to Professional Added Years should contact their HR, who in turn should liaise with the Pensions Policy Unit of the Department of Public Expenditure, Infrastructure, Public Service Reform and Digitalisation to advise on the relevant provisions to apply.

Purchase of Notional Service (PNS)

- If an individual currently has a purchase of notional service agreement in place, upon taking up a new position, the purchase agreement will cease, and the amount of service purchased will be reduced to reflect the cessation of that purchase agreement.
- Should the individual wish to continue to purchase service, a new purchase agreement must be commenced, and the relevant prevailing purchase rates at time of entering the new purchase agreement will apply.

¹ Annual leave, careers breaks, weekends and special leave with/without pay **do not** constitute a break in service.