An Chomhairle Náisiúnta
um Oideachas Speisialta
National Council
for Special Education

CANDIDATE INFORMATION BOOKLET

PLEASE READ CAREFULLY

Open Competition for Appointment to the Role of

Speech and Language Therapist (Staff Grade)

in the
National Council for Special Education
Permanent Positions

Closing Date: 3.00pm 19th January 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

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

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Candidate Information Booklet

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Speech and Language Therapist Staff Grade
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

The NCSE is currently recruiting for staff grade Speech & Language Therapists to be assigned to special schools. This may involve working directly with one school or supporting a number of schools in an area.

NCSE therapists work to deliver a multi-tiered model of support through SLT and OT in partnership with primary, post-primary and special school communities. NCSE currently provide three roles within the therapy service delivery model.

Assigned Therapists to Special Schools Role: Therapists will implement evidence informed, in school therapeutic supports to special schools utilising a three-tiered model of support. This is a collaborative partnership with all members of the school community including children and young people and their parents.

NCSE Sustained In-school Therapy Role: Therapists will implement evidence informed, stained in-school therapeutic support to a set workload of primary, post-primary and special schools over a defined period of time. This is a collaborative partnership with all members of the school community.

NCSE Regional Therapy Role: SLTs working in this role will implement an evidence informed, teacher professional learning pathway of support to teachers in schools. They provide teacher professional learning (TPL) seminars with follow on in-school planning, coaching, modelling and reflection to the teachers who attend their workshops/seminars.

The Speech and Language Therapists will be responsible for the provision of a high quality, educationally based Speech and Language Therapy service to designated schools/teachers, children/young people and their parents/guardians in a regional area. The therapist will carry out therapy and educational duties in line with NCSE scope of practice as assigned by the Senior Speech and Language Therapist/Speech and Language Therapy Manager.

As noted above, following the establishment of the ETS, in line with the Programme for Government 2025 commitment, the work of NCSE OTs and SLTs in education is complementary to existing or proposed HSE and HSE funded therapy services, it is not a replacement or an alternative to these services.

Accordingly, it is acknowledged that assigned Speech and Language Therapy roles may evolve to meet the needs of the school community including children and young people ensuring the delivery of an evidence informed quality service.

The Education Therapy Service (ETS) aims to maximise every child and young person's participation and potential in education by adopting an evidence informed and educationally relevant multi-tiered model of support.

The ETS focuses on educationally relevant outcomes such as happiness and independence including 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 school staff, parents/guardians existing services such as Primary Care and Children's Disability Network Teams (CDNTs), National Educational Psychological Service (NEPS) and other NCSE services. This includes but is not limited to:

- Deliver multi-tiered, educationally focused supports, strategies and interventions promoting the participation and inclusion of all children and young persons in the curriculum and school life, in line with the continuum of support.
- Collaboration and partnership with schools and teachers to promote every child and young person's participation and engagement in school life to ensure the best possible outcomes for all.
- Provide individualized supports to children and young people including assessments and interventions that are educationally relevant, promote function and participation in the school context.
- Collaboration and partnership with parents and families, as appropriate, to ensure the best possible outcomes for children and young people as they participate in the curriculum and school life.
- Collaboration and partnership with existing children's services to ensure the best possible outcomes for children and young people to maximize the utilization of resources.
- Collaboration with existing support services provided to schools through the NCSE's Regional Team structure such as SENOs and Advisors.
- Development and delivery of teacher professional learning (TPL) and ongoing in-school support to promote children and young people's learning and participation, using evidence informed frameworks.
- Identification and implementation of evidenced-informed programmes and interventions that are educationally-focused. Where appropriate this includes coaching, modelling, co-facilitation and reflection with some school staff.
- The development of resource materials for teachers and students, in collaboration with other NCSE staff and school staff.
- Engagement with university therapy programmes and student placement opportunities
- Ongoing data collection for research and evaluation of therapy in education.

NCSE Therapy Governance and Managerial Structure

All NCSE therapists will work within an NCSE therapy governance structure. This comprises of the Head of Therapy, who is a member of the NCSE Senior Management Team and reports directly to the CEO of the NCSE and:

- Occupational Therapy (OT): The Specialist Lead for OT, OT Managers, Senior Occupational Therapists and Staff Grade Occupational Therapists.
- Speech and Language Therapy (SLT): The Specialist Lead for SLT, SLT Managers, Senior Speech and Language Therapists and Staff Grade Speech and Language Therapists.

In time other grades such as Clinical Specialists, Advanced Practitioners and Therapy Assistants may be included in the governance structure.

All NCSE therapists will report to the identified therapy manager or their designate through the professional line management structure.

Section 2: Job Specification

Staff Grade Speech and Language Therapy Role Descriptions

The staff grade SLT will work in conjunction with therapy and NCSE colleagues to deliver a service to meet the needs of children and young people in their education setting, maximising their participation and engagement in education.

The staff grade SLT will work within an inter-professional practice ethos, working collaboratively with other NCSE staff, existing children's service staff, Department of Education Psychologists (NEPS) and other relevant professionals in the region, as required.

The staff grade SLT will be responsible for the provision of a high quality education based Speech and Language Therapy service and will carry out therapy and educational duties as assigned by the Senior SLT / SLT Manager. This includes the delivery of Teacher Professional Learning and the provision of a multi – tiered model of support to identified schools that supports both teacher capacity building and individualised supports for children and young people as appropriate. The multi-tiered model of support includes the provision of whole school/universal, targeted and intensive/individualised supports to children and young people in collaboration with schools, teachers, parents and guardians and existing children's services.

The post holder will be assigned to a specific school(s) including special schools in a pre-determined geographic area.

Duties:
The role includes:

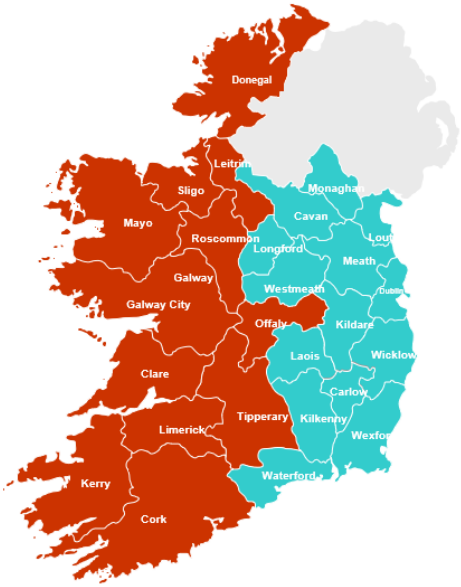
- Manage own workload in accordance with the needs of the post under the supervision of a Senior SLT.
- Collaborate with children and young people, family, school staff, staff from existing services in intervention planning and in the provision of support and advice.
- Collaborate with existing services to provide supports across a multi-tiered model of support to ensure the best possible outcome.

- Be responsible for needs identification, planning, implementation and evaluation of intervention programmes for as required for children and young people in their school setting according to professional standards and under an appropriate governance structure
- Be responsible for /needs identification, diagnosis if and where appropriate, planning, implementation and evaluation of intervention programmes for individuals who access the service according to professional standards.
- Communicate results of needs identification and recommendations to all relevant stakeholders as appropriate.
- Provide support and information in relation to Augmentative and Alternative Communication (AAC) devices children and young people may require in their school setting according to professional standards
- Foster close working relationships with colleagues and other relevant professionals in maximising those who access the services' potential.
- The development of evidence informed resource materials for children and young people or teachers, in collaboration with school staff.
- Attend team meetings, child/student meetings, school planning meetings as designated by SLT / SLT Manager.
- Promoting participation and wellbeing at whole school, targeted and intensive levels of support.
- Providing support to parents/legal guardians as appropriate.
- Engaging with the SLT therapy literature to support programme and intervention development and evaluation.
- Co-ordinating and maintaining a system of up to date outcomes, clinical notes, and statistics.
- Represent the service / profession / team at meetings and conferences as designated.
- Seek advice and assistance from SLT Manager or designate with any assigned cases/schools or issues that prove to be beyond the scope of his / her professional competence in line with principles of best practice and clinical governance.
- Working within an inter-professional practice ethos and working collaboratively with other NCSE staff, HSE Speech and Language Therapists and other health and social care professionals, Department of Education Psychologists (NEPS) and other professionals where relevant.
- Engaging in clinical supervision and reflective practice with the Senior SLT, SLT Manager and Specialist Lead for Therapies, when applicable.
- Maintaining professional standards in relation to confidentiality, ethics and legislation in line with CORU requirements and in line with local guidelines.
- Supports a culture that values diversity and respect.
- Where appropriate participate in the practice education of student therapists. Actively participate in teaching/training of other Speech and Language Therapy staff and supervision of students.
- Participate in mandatory training programmes.
- Participate in continuing professional development including in-service training, attending and presenting at conferences / courses relevant to practice, promoting and contributing to research etc. as agreed with the SLT Manager.
- Contribute to the planning and development of the Speech and Language Therapy Service and participate in service improvements.
- Comply with department procedures with regard to assessment, recommendation and provision of all assistive equipment / custom made devices.
- Participate in the establishment and maintenance of standards for quality improvement and adhere to existing standards and policies.
- Keep up to date with developments within the organisation and the Irish Education System.

- Carry out other duties as assigned by the SLT Manager.

The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently and will change as the model of service and associated scope of practise of therapy roles develop over time and with the establishment and full implementation of the ETS. Accordingly, 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 and to contribute to the development of the post while in office.

Assigned Therapists to Special Schools Role Location:



All schools receiving assigned therapy to special schools will be located within a pre-determined geographical spread. In this role you can expect to be travelling to assigned schools on a daily basis. The post holder will be assigned to specific schools including special schools in a pre-determined geographic area.

The initial areas of recruitment will comprise of the following counties:

Carlow, Cork, Dublin, Galway, Kildare, Kilkenny, Laois, Limerick, Longford, Louth, Meath, Monaghan, Tipperary, Westmeath, Wexford & Wicklow

Section 3: Person Specification

Essential Criteria

Candidates on or before 19th January 2026 must:

a) Be registered, or be eligible for registration, on the Speech and Language Therapists Register maintained by the Speech and Language Therapists Registration Board at CORU.

b) Have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office.

c) Provide proof of Statutory Registration on the Speech and Language Therapists Register maintained by the Speech and Language Therapists Registration Board at CORU before a contract of employment can be issued.

Desirable Criteria

Candidates should also have:

- A level of post qualification experience working as a Staff Grade Speech and Language Therapist
- Be able to describe how SLT supports are delivered in schools as part of a multi-tiered model of support.
- Have experience in delivering presentations.
- Have a high level of interpersonal skills and ability to work within teams.
- Have experience in the use of relevant technology.
- Have excellent oral and written communication skills.
- Have personal commitment, integrity, reflective skills and an ethical approach to work.
- Have a knowledge of the Irish educational system.
- Have the ability to liaise and/or collaborate with other professionals and disciplines.
- Have the ability to write reports as required.
- A full driving licence

Annual Registration

On appointment practitioners must maintain annual registration on the Speech and Language Therapists Register maintained by the Speech and Language 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 Speech and Language Therapist, as identified in the following competency framework*.

Team Work
• Shows Respect for Colleagues and co-workers • Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate • Offers own ideas and perspectives • Understands own role in the team, making every effort to play his/her part
Analysis & Decision Making
• Effectively deals with a wide range of information sources • Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc • Identifies and understands key issues and trends • Draws accurate conclusions and makes balanced and fair recommendations
Delivery of Results
• Takes ownership of tasks and is determined to see them through to a satisfactory conclusion • Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available • Constructively challenges existing approaches to improve efficient customer service delivery • Accurately estimates time parameters for project, making contingencies to overcome obstacles • Minimises errors, reviewing learning and ensuring remedies are in place • Maximises the input of own team in ensuring effective delivery of results • Ensures proper service delivery procedures/protocols are in place and implemented
Interpersonal & Communication Skills
• Modifies communication approach to suit the needs of a situation/ audience • Actively listens to the views of others • Negotiates, where necessary, in order to reach a satisfactory outcome • Maintains a focus on dealing with customers in an effective, efficient and respectful manner • Is assertive and professional when dealing with challenging issues • Expresses self in a clear and articulate manner when speaking and in writing
Specialist Knowledge, Expertise and Self Development
• Displays high levels of skills/ expertise in key areas of Speech and Language Therapy practice as required within the ETS and provides guidance to colleagues • Demonstrate an in-depth knowledge the school based therapy services • Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department and can communicate this to the team • Contributes to the development of an effective ETS service • Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team
Drive and Commitment to Public Service Values
• Is committed to the role, consistently striving to perform at a high level • Demonstrates flexibility and openness to change • Is resilient and perseveres to achieve objectives despite obstacles or setbacks • Ensures that customer service is at the heart of own/team work • Is personally honest and trustworthy • Acts with integrity and encourages this in others

*****Generally based on Executive Officer Level Competencies

Candidates should note that admission to the competition does not imply that they meet the eligibility criteria. Therefore candidates should satisfy themselves that they meet the eligibility criteria for this competition.

Section 4: Application and 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 19th January 2026

All queries relating to this recruitment campaign should be directed to **reception@orangerecruitment.ie** with the subject heading **Speech and Language Therapist Staff Grade**

Interviews for these posts are likely to commence in early February 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 19th January 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 permission[1] 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

[1] *Please note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.*

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.

Pay

The salary scale for this position, with effect from **1st August 2025** is as follows:

Personal Pension Contribution (PPC) Pay Rate:

€44,563, €46,936, €48,888, €50,308, €51,510, €52,788, €54,063, €55,406, €56,753, €58,109, €59,541, €61,059, €62,573, €63,786 (LS1)

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 Rates:

€44,122, €46,471, €48,404, €49,810, €51,000, €52,265, €53,528, €54,857, €56,191, €57,534 €58,951, €60,454, €61,953, €63,154 (LS1)

Long service increments may be payable after 3(LSI1) years satisfactory service at the maximum of the scale.

IMPORTANT: Please see Appendix 1 (PRSI, Pay and Superannuation implications of moving from a Public Service Body to the Civil Service) of this booklet for information on the implications in respect of PRSI status, entitlement to PPC pay rates, superannuation etc.

Important Note

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.
Different terms and conditions may apply if you are a currently serving civil or public servant.

Subject to satisfactory performance increments may be payable in line will current Government Policy. You will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

Tenure and Probation

The appointment is to a **Permanent** position on a probationary contract in the Civil Service.
The probationary contract will be for a period of twelve months from the date specified on the contract.

During the period of your probationary contract, your performance will be subject to review by your supervisor(s) to determine whether you:

(i) Have performed in a satisfactory manner,

(ii) Have been satisfactory in general conduct, and
(iii) Are suitable from the point of view of health with particular regard to sick leave.

Prior to the completion of the probationary contract a decision will be made as to whether or not you will be retained pursuant to Section 5A(2) Civil Service Regulation Acts 1956 – 2005. This decision will be based on your performance assessed against the criteria set out in (i) to (iii) above. The detail of the probationary process will be explained to you by the National Council for Special Education and you will be given a copy of the Department of Public Expenditure and Reform's guidelines on probation.

Notwithstanding the preceding paragraphs in this section, the probationary contract may be terminated at any time prior to the expiry of the term of the contract by either side in accordance with the Minimum Notice and Terms of Employment Acts, 1973 to 2005.

In the following circumstances your contract may be extended and your probation period suspended.

- The probationary period stands suspended when an employee is absent due to Maternity or Adoptive Leave.
- In relation to an employee absent on Parental Leave or Carers Leave, the employer may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation. and
- Any other statutory provision providing that probation shall -
  (i) stand suspended during an employee's absence from work, and
  (ii) be completed by the employee on the employees return from work after such absence.

Where probation is suspended the employer should notify the employee of the circumstances relating to the suspension.

All appointees will serve a one-year probationary period. If an appointee who fails to satisfy the conditions of probation has been a serving civil servant immediately prior to their appointment from this competition, the issue of reversion will normally arise. In the event of reversion, an officer will return to a vacancy in their former grade in their former Department.

Unfair Dismissals Act 1977 - 2015
The Unfair Dismissals Acts 1977-2015 will not apply to the termination of this employment by reason only of the expiry of this probationary contract without it being renewed.

Duties
The officer will be required to perform any duties appropriate to the position which may be assigned from time to time. The officer may not engage in private practice or be connected with any business which would interfere with the performance of official duties.

Headquarters
The officer's headquarters will be such as may be designated from time to time by the CEO of the National Council for Special Education. The officers location will be that of an NCSE office within close proximity to the officers geographical area of work. When absent from home and headquarters on duty appropriate travelling expenses and subsistence allowances will be paid, subject to the normal civil service regulations.

Hours of attendance
Hours of attendance will be fixed from time to time but will amount to not less than 41 hours and 15 minutes gross or 35 hours' net per week.

Flexibility will be required with regard to extra attendance, which may be required from time to time for matters such as meetings with parents and interest groups.

The post holder will complete duties in a standard working week. Hours of attendance may change in line with service needs as required and with the agreement of staff.

Annual Leave

On recruitment, the annual leave allowance will be 29 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.

The Organisation of Working Time Act 1997
The terms of the Organisation of Working Time Act, 1997 will apply, where appropriate, to this appointment.

Sick Leave
Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars.

Officers paying the Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts direct to the employing Department/Organisation. Payment of salary during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

Secrecy, Confidentiality and Standards of Behaviour: Official Secrecy and Integrity
During the term of the probationary contract, an officer will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Act 2014. The officer will agree not to disclose to unauthorised third parties any confidential information either during or subsequent to the period of employment.

Civil Service Code of Standards and Behaviour
The appointee will be subject to the Civil Service Code of Standards and Behaviour.

Ethics in Public Office Acts
The Ethics in Public Office Acts 1995 will apply, where appropriate, to this appointment.

Prior approval of publications
An officer will agree not to publish material related to his or her official duties without prior approval by the Chairperson of the Authority or by another appropriate authorised officer.

Political Activity
During the term of employment the officer will be subject to the rules governing public servants and politics.

Personnel Code

Further details and circulars regarding these terms and conditions can be found on the following website www.circulars.gov.ie

Superannuation and Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The minimum age at which pension is payable is the same as the age of eligibility for the State Pension, currently 66.
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI

Pension Abatement

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**

However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition)the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension

will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

Ill-Health-Retirement

Please note any person who previously retired on ill health grounds under the terms of a superannuation scheme are required to declare, at the initial application phase, that they are in receipt of such a pension to the organisation administering the recruitment competition.

Applicants will be required to attend the CMO's office to assess their ability to provide regular and effective service taking account of the condition which qualified them for IHR.

Appointment post Ill-health retirement from Civil Service

If successful in their application through the competition, the applicant should be aware of the following:

1. If deemed fit to provide regular and effective service and assigned to a post, their civil service ill-health pension ceases.
2. If the applicant subsequently fails to complete probation or decides to leave their assigned post, there can be no reversion to the civil service IHR status, nor reinstatement of the civil service IHR pension, that existed prior to the application nor is there an entitlement to same.
3. The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Appointment post Ill-health retirement from public service:

Where an individual has retired from a public service body his/her ill-health pension from that employment may be subject to review in accordance with the rules of ill-health retirement under that scheme.

If an applicant is successful, on appointment the applicant will be required to declare whether they are in receipt of a public service pension (ill-health or otherwise) and their public service pension may be subject to abatement.

The applicant will become a member of the Single Public Service Pension Scheme (SPSPS) upon appointment if they have had a break in pensionable public/civil service of more than 26 weeks.

Please note more detailed information in relation to pension implications for those in receipt of a civil or public service ill-health pension is available via this link or upon request to NCSE.

Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Additional Superannuation Contribution

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017. **Note;** ASC deductions are in addition to any pension

contributions (main scheme and spouses' and children's contributions) required under the rules of your pension scheme.

For further information in relation to the Single Public Service Pension Scheme please see the following website: www.singlepensionscheme.gov.ie

The foregoing represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

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 Orange Recruitment at reception@orangerecruitment.ie by **3pm Friday 19th January 2026** You should email a scanned copy of the report to reception@orangerecruitment.ie

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 rechecks.

Section 9: 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.

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.

A third party must not impersonate a candidate at any stage of the process.

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 or interview(s) 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. Any person who contravenes this provision, or who assists another person(s) in contravening this provision, is liable to prosecution and/or civil suit for loss of copyright and intellectual property.

Use of Recording Equipment

The NCSE does not allow the unsanctioned use of any type of recording equipment on its premises. 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 customers and the integrity of our 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.

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

- Where he/she has not been appointed to a post, he/she will be disqualified as a candidate, and
- Where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Contravention 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/undertake any subsequent stage of the selection process as requested, attend for interview or other test when and where required by Orange Recruitment or who do not, when requested, furnish such evidence as Orange Recruitment and NCSE 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 Orange Recruitment, including all forms issued by Orange Recruitment for completion, within the time specified. 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.

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://ncse.ie/ncse-data-protection

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 service[2] 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 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, either through open competition or through an Expression of Interest.

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.

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

- **‘**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.