

Advice on Job Sharing Scheme

The job sharing scheme for SNAs was agreed in 2014 and the terms are set out in Circular 0041/2014.

All SNAs with more than 12 months service in their school are eligible to apply.

Each school must draw up a local policy which adheres to the provisions of the Circular.

SNAs can apply for 2 forms of job sharing:

1. Sharing with another SNA on a 50/50 basis with both working half of the number of hours that the school is operational per week, or
2. One SNA reduces hours to working half of the number of hours that the school is operational per week and the school recruits another SNA on a temporary contract to backfill the rest of the post.

The school is able to limit the number of job sharers to meet the needs of the school. When job sharing an SNA is entitled to the same pro rata benefits (proportional) as re full time SNAs.

The school can agree to different working patterns such as week on/week off or mornings/afternoons, but they have discretion on this and the SNA has no definite entitlement to any set working pattern.

Job sharing is for 1 year duration after which the arrangement can be renewed. SNAs can request a return to full time hours prior to 1st November and the school should consider such requests.

What can Fórsa do to help?

- The union can assist members where their employer refuses to sanction any job sharing at all as the employer must assess all applications on merit.
- The union can assist members with queries on a school reducing hours whilst job sharing and also on redundancy and Panel rights whilst job sharing
- If you have a query please contact your local SNA Branch

