

CPSMA Guidance Note in relation to Temporary assignment arrangements for certain staff in the education and training sector

The Department of Education and Skills has published [Circular 0027/2020](#) today in relation to the temporary assignment arrangements for certain staff in the education and training sector.

1. The purpose of this Circular is to advise school management of the new arrangements for the temporary assignment of certain staff to different areas of work. This is to ensure the continuation of essential public services and is one of the many responses of Government and the health authorities to the unprecedented challenges posed by the current COVID-19 pandemic.
2. The clear priority in the education and training sector is to ensure continuity of education for learners and this is being progressed across the sector using new and innovative ways of working.
Management will need to consider how best to utilise staff to facilitate the delivery of educational services.
3. School management must now identify which staff are required to provide and support the essential delivery of tuition to all students during the school closure period. This includes teachers, SNAs and all other public service staff in the employment of the school. It is important for school management to note that grant funded ancillary staff are not comprehended by the temporary assignment scheme, as they are not public service staff.
4. Any public service staff member who is not required to be retained in providing or supporting educational services and has not been medically advised to self-isolate will be available for assignment on a temporary basis to support delivery of other essential public services.
5. In order to implement this temporary assignment, the Public Appointments Service (PAS) has put in place a central database through [publicjobs.ie](#) which will identify staff who have been nominated for temporary assignment by management and enable providers of essential services to draw on the services of such staff.

What must School Management do immediately?

School management must send the links below, with the school roll number, to staff who they have identified as available for temporary assignment by **Friday, 3rd April 2020**:

(i) SNAs

A dedicated process has been established for Special Needs Assistants (SNAs), given the particular skills and experience of these staff in assisting children with additional care

needs. Further information on the expected role of SNAs is in the attached [HSE briefing document](#).

All SNAs are to be nominated for temporary assignment and may be called for assignment subject to the terms of [Circular 0024/2020](#). School management must send the following link with the school roll number to all SNA staff by **Friday, 3rd April**:

[SNA Temporary Assignment Scheme Questionnaire](#)

Please see Appendix 1 for a template email which may be used by school management in communicating with an SNA.

(ii) Other staff in the Education Sector

The link below should be sent to all public service staff in all grades, other than SNAs, who have been nominated for temporary assignment by **Friday 3rd April**:

[Temporary Assignment Scheme Questionnaire](#)

Staff in all grades, other than SNAs, may be called for assignment subject to the terms of [Circular 0024/2020](#).

What must the public service staff member do upon receipt of the above link(s) from School Management?

1. When they receive the link, the staff member will be asked to upload their details via an online questionnaire by **Tuesday, 7th April**.
The questionnaire can be completed on a mobile phone, tablet or laptop for ease of use and includes information such as PPSN, location, grade, work area, details of skills and experience etc.
2. Once they have uploaded their details, the staff member must then inform school management that they have done so.

Where school management has not received this confirmation from a nominated staff member by close of business on **Tuesday, 7th April**, school management must immediately follow up with the nominated staff member to ensure that their details are submitted, as per the terms of [Circular 0027/2020](#).

What happens next?

PAS will collate all responses to the questionnaire on a daily basis and record the information on central databases.

PAS will seek to confirm with school management that those staff who have completed the questionnaire are still releasable. **This additional verification step will not apply in the case of SNAs, as all SNAs are considered to be releasable.**

Releasable staff will then be added to the relevant PAS database for temporary assignment to a relevant body. Staff may then be called upon by other providers of critical public services to carry out essential duties.

PAS and the HSE (in the case of SNA's) will conduct a skills match of releasable staff to vacancies and will initiate contact with the staff member on behalf of the relevant body, providing details of the role and work location for temporary assignment.

PAS and the HSE (in the case of SNA's) will finalise the temporary assignment process in consultation with the releasable staff member and relevant body and notify school management. Garda vetting requirements may apply depending on the nature of the post to which the individual is being assigned and this will be dealt with through the HSE.

Any staff member who is temporarily assigned will remain a staff member of their current employer and will remain on the payroll for the duration of their temporary assignment. In the event of the staff member needing to take leave during their temporary assignment, they should notify their employer in the normal way and also notify their current manager in the temporary assignment situation.

In no circumstances is an individual staff member permitted to upload their details to the survey without having been authorised to do so by their school management.

Queries in relation to the temporary assignment arrangements should be addressed to: temporaryassignment@publicjobs.ie

APPENDIX 1
Template email to SNA

1st April 2020

Dear _____,

I hope that you and your family are keeping safe and well.

I write to you regarding a [Circular 0027/2020](#) that was published today (01/04/2020) on the Department of Education and Skills' website. This Circular sets out the details in relation to the operation of 'Temporary assignment arrangements for certain staff in the education and training sector.' It is important that you read the provisions of [Circular 0027/2020](#) Under the terms of [Circular 0027/2020](#) all SNAs are to be nominated for temporary assignment.

A dedicated process has been established for Special Needs Assistants, given the particular skills and experience SNAs have in assisting children with additional care needs.

You will find further information on the expected role of SNAs is in the [HSE briefing document](#).

What you need to do:

1. Please click on the link below and complete the questionnaire as soon as possible. Please note that you will require our school roll number [\[Insert school roll number\]](#) to complete the questionnaire.

Please click here to complete the Questionnaire:

[Temporary Assignment Scheme Questionnaire](#)

2. When you have completed the questionnaire, please email me, using this email address, to confirm that you have done so. If I do not receive this confirmation from you by close of business **Tuesday, 7th April 2020**, I am required to contact you again, as a follow up, to ensure that your details are submitted, as per the requirements of [Circular 0027/2020](#).

Please complete the questionnaire as soon as possible.

You will remain a staff member of [\[Insert the name of school\]](#) and will remain on payroll for the duration of your temporary assignment. In the event of you needing to take leave during your temporary assignment, you should notify me in the normal way and also notify your manager in the temporary assignment situation.

The Scheme is being co-ordinated by Public Appointments Service (PAS) and the Health Service Executive (HSE). Queries in relation to the temporary assignment arrangements should be addressed to temporaryassignment@publicjobs.ie

Thank you for your cooperation in this matter.

Yours sincerely,

On behalf of the Board of Management of _____