

DUN LAOGHAIRE RATHDOWN COUNTY COUNCIL

Chomhairle Chontae Dhún Laoghaire-Rath An Dúin

Temporary Reserve School Warden

QUALIFICATIONS

Character

Candidates shall be of good character

Health

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. For the purpose of satisfying the requirement as to health, it will be necessary for each successful candidate, before he/she is appointed, to undergo at his/her expense, a medical examination by a qualified medical practitioner to be nominated by the Local Authority. On taking up employment, the expense of the medical examination will be refunded to the candidate.

Education and Experience

Each candidate must have a good general level of education

The Job

School Wardens make a valuable contribution to the community on behalf of Dun Laoghaire County Council. The Council has in excess of 70 crossings which must be manned every day to ensure safe passage for thousands of school children to and from School. This requires excellent interpersonal and communication skills and an ability to work on your own initiative, in an independent environment and without constant supervision.

PARTICULARS OF OFFICE

The office is Temporary Reserve School Warden

Salary

The salary shall be fully inclusive and shall be determined from time to time. Holders of the office shall pay to Dun Laoghaire Rathdown County Council any fees or other monies (other than their inclusive salary) payable to or received by them by virtue of their office or in respect of service which they are required by or under any enactment to perform.

Rate of remuneration may be adjusted from time to time in line with Government Policy.

There is no automatic entitlement to payment for a Bank/Public Holiday', to the Annual Contracts.

Duties:

The School Warden shall perform under the direction and control of the appropriate Supervisor/s such duties, and at such locations, as may be assigned to him/her from time to time, which will include:

Reporting for duty promptly at the specified times and locations assigned, under the direction of the Supervisor

Wearing the official uniform supplied including coat, Hat, safety boots etc. at all times

Carrying of the official sign at all times

Reporting of any incidents (on prescribed form) of any nature which occur during the course of your duties

Notifying the on call service, without delay, should he or she be unable to report for duty

Attending induction and ongoing training as required, including weekends

Complying fully with all health and safety regulations

Superannuation:

Persons who become pensionable officers of a Local Authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children.

All persons who become pensionable officers of a Local Authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the Local Authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the Scheme.

Residence

Holders of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof, as determined by Dun Laoghaire Rathdown County Council.

Retirement Age

New Entrants recruited to the Public Service on or after 1st January, 2013

Pensionable public servants (new joiners) recruited to the Public Service for the first time on or after 1st January, 2013 (the commencement date of the Single Scheme) will be members of the Public Service Pensions(Single Scheme and Other Provisions)Act 2012.

Pension Age

Minimum pension age of 66 (rising to 67 and 68 in line with State Pension Age Changes).

Compulsory retirement age:

Scheme Members must retire at the age of 70.

In all other cases, staff recruited on or after 1st January, 2013 who were employed in the Public Service on 31st December, 2012 or within a period prior to 31st December, 2012 not exceeding 26 weeks will retain their existing pension scheme terms and conditions.

In certain circumstances, e.g. where the public servant was on secondment or approved leave or remains on the same contract of employment, the 26-week rule does not apply.

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 debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Working Hours

The hours will vary depending on the nature of relief cover and will be determined by Dun Laoghaire-Rathdown County Council.

Ordinary hours are early morning and mid afternoon. The hours of duty may vary subject to the needs of the schools. Wardens are paid a daily rate of pay for all crossings regardless of the number of crossings.

The Council reserves the right to assign you to any authorized crossing point.

Annual leave

Annual leave entitlement will be at 8% of the total number of days worked for each school year, payable in July of each year (subject to a maximum of 4 working weeks).

Probation

Where a person is appointed to Dun Laoghaire Rathdown Council's School Warden Service, the following provisions shall apply:

- (a) There shall be a period after appointment takes effect, during which such person shall hold the position on probation
- (b) Such period shall be one year but the Chief Executive, may, at his/her discretion, extend such period,
- (c) Such a person shall cease to hold the position at the end of the period or probation unless during this period the Chief Executive has certified that the service is satisfactory
- (d) The period at (a) above may be terminated on giving one week's notice as per the Minimum Notice and Terms of Employments Acts,
- (e) There will be an assessment(s) during the probationary period

Recruitment:

Selection shall be by means of a competition based on an interview conducted on or behalf of Dun Laoghaire Rathdown County Council.

Dun Laoghaire Rathdown County Council reserves the right to shortlist candidates in the manner it deems most appropriate.

The Council will not be responsible for any expenses a candidate may incur in attending for interview.

For the purposes of satisfying the requirement as to health, it will be necessary for successful candidates to under a medical examination (including eye test) by a qualified medical practitioner nominated by the Council.

Dun Laoghaire Rathdown County Council shall require persons to whom appointment is offered to take up such appointments within a reasonable period of time as determined by the Council and if they fail to take up appointment within such period, or such longer period, the Council in its absolute discretion may determine, the Council may not appoint them.

Panels may be formed and the life of the panel will not be more than one year reckoned from the date of formation of this panel.

Garda Vetting will be sought in accordance with the National Vetting Bureau Acts, 2012 to 2016.

Closing Date

The completed application form must be forwarded to Dun Laoghaire Rathdown County Council, Municipal Services Department, Traffic Section, County Hall, Marine Road, Dun Laoghaire, Co. Dublin no later than 29th May, 2017.

Any claim in relation to the late receipt of application forms will not be entertained unless such claim is supported by a certificate of evidence of postage from the appropriate postal authority.

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Note Re: Canvassing.

Any attempt by a candidate himself/herself, or by an person(s) acting at his/her instigation, directly or indirectly by means or written communication or otherwise, to canvas or otherwise influence in the candidate's favour, any member of the staff of the County Council, or person nominated by the County Council to interview or examine applicants will automatically disqualify the candidate for the position he/she is seeking.

**Dún Laoghaire-Rathdown County Council is an equal opportunities employer
and welcomes applications from people with disabilities**