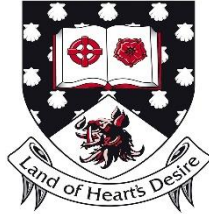


Sligo County Council Comhairle Chontae Shligigh



Candidate Information Booklet *(Please read carefully)*

Creation of panel for position of:

**School Warden
(Part-time)**

**There is no closing date for this competition –
applications will be accepted on an ongoing basis**

Completed Application Form, including any required supporting
documentation, should be returned by e-mail to :

jobs@sligococo.ie

GENERAL INFORMATION

Sligo County Council is the Authority responsible for Local Government in County Sligo. The corporate headquarters are located at County Hall, Riverside, Sligo, and there are three Municipal Districts [Borough District of Sligo (Sligo/Strandhill), Municipal District of Sligo (Sligo/Drumcliffe) and Municipal District of Ballymote-Tubbercurry]. Sligo County Council has 18 elected members and approximately 460 staff. The Chief Executive of Sligo County Council is Mr. Martin Lydon and the Cathaoirleach is Cllr. Declan Bree.

Sligo County Council provides a diverse range of services across a large geographic area. Key services areas include Planning, Local Enterprise Office, Community and Economic Development, Transportation, Motor Taxation, Environment, Emergency Services along with Housing, Libraries and the Arts. These operations are supported by internal services which include ICT, Corporate, Finance and Human Resource functions.

THE COMPETITION

Sligo County Council is currently inviting applications from suitably qualified persons for the part-time position of School Warden. Sligo County Council will, following the interview process, form a panel for the post from which vacancies may be filled, subject to sanction approval from the Department of Housing, Local Government and Heritage. This panel will exist for one year and may be extended for a further period of one year at the discretion of the Chief Executive.

COMHAIRLE CHONTAE SHLIGIGH/SLIGO COUNTY COUNCIL

CREATION OF PANEL FOR POST OF SCHOOL WARDEN (PART-TIME)

QUALIFICATIONS

1. CHARACTER

Each candidate shall be of good character.

2. HEALTH

Each candidate shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. CITIZENSHIP

Candidates must, by the date of any job offer, be:

- (a) A citizen of the European Economic Area (EEA). 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 is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

4. EDUCATION

Candidates should have a good standard of education to enable them carry out efficiently the duties of School Warden.

COMHAIRLE CHONTAE SHLIGIGH/SLIGO COUNTY COUNCIL

CREATION OF PANEL FOR POST OF SCHOOL WARDEN (PART-TIME)

PARTICULARS

1. THE POST

The post is part-time School Warden. This panel will be used to fill positions at schools located in Sligo Town only. This is a pensionable part-time position. The employment may be suspended as follows:

- (i) During periods of closure of the particular school or schools for holidays or any other reason, and
- (ii) During other such periods as may be determined by the employer.

2. DUTIES

Duties of a School Warden include, but are not limited to, the following:

During School Term

- To attend for duty at the prescribed times and perform such duty under the direction of the local authority or any member of An Garda Síochána.
- To ensure the safe crossing of school children at, or in the vicinity of, schools at schools' opening and closing times.
- To carry the official sign (at the discretion of Wardens when high winds prevail) at all times when on duty. (This will be supplied by the employer).
- To notify the employer, where possible, without delay, should a traffic accident/near miss occur at or in the vicinity of the Warden's duty point, area of concern.
- To furnish such records and reports relating to the employment as may be required by the employer.

Outside of School Term and on School Closure Days

- When schools are closed, School Wardens may be assigned litter picking duties in the vicinity of their assigned location (or at such other location as may be directed by the Line Manager from time to time). The hours of work (10 hours per week) for these duties will be agreed with the Line Manager.
- Any other duties assigned from time to time.

Health & Safety Duties:

- School wardens are to receive training appropriate to their role.
- School wardens are to work in a safe manner at all times and safeguard all children using the crossing.
- School wardens are to be in attendance at the crossing to which they are assigned at all duty times.
- School warden uniform must be worn as indicated by Section 96 (4) of the Road traffic Act 1961.

- School wardens are to wear a uniform including a Class 3 high visibility coat, hat and protective footwear.
- School wardens are responsible for the custody and maintenance of the statutory sign provided for duty.
- Accident/Incidents are to be reported to their Line Manager as soon as possible.

Any other duties that may be assigned from time to time.

3. REMUNERATION

The salary shall be fully inclusive and will be as determined from time to time. Holders of the office shall pay to the local authority 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 services which they are required by or under any enactment to perform.

Current Salary

€39.23 per day

4. SUPERANNUATION

- a) Persons who become pensionable employees 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).
- b) Persons who become pensionable employees of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration.
- c) All persons under (a) and (b) above who become pensionable employees 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.
- d) Persons who are pensionable under the Single Public Sector Pension Scheme, contributions in respect of Superannuation shall be deducted at a rate of 3% of pensionable remuneration plus 3½% 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 dependent or qualified children).

5. PROBATION

There shall be period after such employment takes effect during which the person appointed will hold the post on probation. Such period shall be six months commencing on the first day of service but the Chief Executive may at their discretion extend such period. Such person shall cease to hold the post at the end of the period

of probation or extended period of probation, unless, during such period or extended period, that the service of such person is certified as satisfactory.

6. RETIREMENT AGE

For appointees who are deemed to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, there is no compulsory retirement age.

For appointees entering the Single Public Service Scheme, compulsory retirement age will be 70.

For appointees covered under the provisions of the Public Service Superannuation (Age of Retirement) Bill 2018, compulsory retirement age will be 70.

7. RESIDENCE

The holder of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

8. METHOD OF SELECTION

Selection shall be by means of a competition based on an interview conducted by, or on behalf of, Sligo County Council. Interviews will be held in person. The Council will not be responsible for any expenses incurred by candidates in attending for interview. A panel will be formed of those who are most successful in the competition. The top performing candidates at final selection interview, whose names are placed on the panel, and who satisfy the local authority that they possess the qualifications declared for the position and that they are otherwise suitable for employment, may within the life of the panel, be employed as appropriate vacancies arise.

The life of the panel shall be one year from the date it is formed, unless extended by the Chief Executive.

9. NORMAL WORKING HOURS

Normal working hours are 8.30 a.m. to 9.30 a.m. and 2.15 p.m. to 3.15 p.m. Monday to Friday during school term, or as otherwise may be agreed between the employer and the relevant school Principal. The successful candidate may, from time to time, be required to work outside normal office hours, including at weekends as necessary. During periods of school closures, working hours will be as agreed with the Line Manager.

The School Warden is obliged to notify the employer without delay should they be unable to attend work due to illness or for any other reason.

10. MEDICAL EXAMINATION

For the purpose of satisfying the requirements as to health, it will be necessary for the successful candidate, before they are appointed to undergo at their expense a

medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

11. PERIOD OF ACCEPTANCE OF OFFER

The local authority shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and, if they fail to take up the appointments within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

12. ANNUAL LEAVE

Annual leave and public holidays shall be given in accordance with the provisions of the Organisation of Working Time Act, 1997.

13. SICK LEAVE

As per Sligo County Council's current Sick Leave Scheme and Attendance Management Policy & Procedure, as amended by the Public Service Management (Sick Leave) Regulations, 2014, and any subsequent Regulations made from time to time.

14. GARDA VETTING & REFERENCES

The successful candidate will be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment.

The appointment of any successful candidate will be subject to receipt of references which are satisfactory to the employer.

15. TRAINING

Successful candidates will be required to undertake any course of training which is determined relevant by Sligo County Council.

16. DATA PROTECTION

Sligo County Council is compliant with Data Protection Legislation including the provisions of the Data Protection Act 2018 and GDPR. To access Sligo County Council's Data Protection Policy and Privacy Statements, please see the following link: [Data Protection \(GDPR\) \(sligococo.ie\)](https://www.sligococo.ie/Data-Protection-GDPR)