COMHAIRLE CONTAE DHÚN NA nGALL/DONEGAL COUNTY COUNCIL

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

Qualifications

1. **Character:**

   Each candidate must be of good character.

2. **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.

3. **Education:**

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

1. The Post

The post is part-time School Warden. This panel will be used to fill positions at schools located in Letterkenny Town only.

This is a part-time position on the basis of a 3 hour 5 day week during school term. The employment will 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

The main duties and responsibilities of a School Warden are as set out in the job description outlined hereunder.

During School Term:
(a) To attend for duty at the prescribed times and perform such duty under the direction of the local authority or any member of the Garda Siochana;
(b) To ensure the safe crossing of school children at or in the vicinity of schools at schools’ opening and closing times;
(c) To carry the official sign (at the discretion of Wardens when high winds prevail) and wear the official high visibility protective clothing at all times when on duty; (These will be supplied by the employer).
(d) 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;
(e) To maintain and furnish such records and reports relating to the employment as may be required by the employer;
(f) To maintain a close working relationship with the relevant school with respect to school closure times and dates;
(g) Any other duties assigned from time to time associated with the role of School Warden.

3. Remuneration

School Warden – current hourly rate: €12.37 - €12.98 (EL 01/04)

4. Superannuation

(i) 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).

(ii) All persons 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.
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 a period after such employment takes effect during which the person appointed will hold the post on probation. Such period shall be 6 months commencing on the first day of service but the Chief Executive may at his/her 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, the Chief Executive has certified that the service of such person is satisfactory.

6. **Retirement Age**

Retirement Age is determined in accordance with the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. Should the person employed be deemed a “new entrant” in accordance with the Act, he/she will not be required to retire at age 65. In all other cases the person appointed will on reaching the age of 65, cease to hold the post.

Should the person be pensionable under the Public Service Pensions (Single Scheme), he/she will have a minimum retirement age of 66 (rising to 67 and 68 in line with State Pension age changes) and compulsory retirement age of 70.

7. **Residence**

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

8. **Normal Working Hours**

Normal working hours are 8.30 am to 9.45 am and 1.45 pm to 3.30 p.m., Monday to Friday during school term, or as otherwise may be agreed between the employer and the relevant school. 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, employment will be suspended.

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

9. **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.

10. **Garda Vetting**

The National Vetting Bureau (Children & Vulnerable Persons) Act 2012 places a statutory obligation on relevant organizations, of which Donegal County Council is one, not to employ any person whose work involves the provision of services and/or activities to children or vulnerable person unless satisfactory vetting has been received from the Vetting Bureau in respect of that person. The nature and duties of school wardens is deemed to fall into a category requiring vetting. Therefore, appointments to the position of school wardens with Donegal County Council will only be made were satisfactory garda vetting has been received in respect of that person.
**COMPETITION PROCESS**

**Completing the Application Form**
Applications must be made on the official application form and all sections of the form must be fully completed.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Donegal County Council is satisfied that such a person fulfils the requirements of the position.

**Closing Date**
The closing date for receipt of completed application is as stated on the application form.
No late applications will be accepted.
Applications will only be accepted on the prescribed application form.
Please forward completed application form by way of e-mail to – vacancies@donegalcoco.ie

**Selection methods**
These may include:
- shortlisting of candidates on the basis of the information contained in their application to reduce the list of candidates to a more manageable number for interview
- a competitive interview
Candidates should make themselves available on the date requested by the Council and should make sure that the contact details specified on the application form are correct.

**Short-listing**
In the event of a short-listing exercise being employed, an Expert Panel will convene to examine the application forms and assess them against pre-determined criteria based on the requirements of the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.

**Right to Information and Review**
The Council is committed to offering feedback and information to candidates. Any candidate, who wishes to have a decision or the process reviewed, can request same. Any such request must be submitted in writing, stating the grounds of the request, and this must be submitted within 5 working days from the date of notification of a relevant decision.

**Confidentiality**
Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

**NOTES:**
Applicants are reminded that any attempt by themselves or by any persons acting on their behalf, directly or indirectly by means of written communication or otherwise, to canvass or otherwise influence in the candidate’s favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.