

Comhairle Chontae Chill Mhantáin

Wicklow County Council



Candidate Information Booklet

(Please read carefully)

**PART-TIME SCHOOL WARDEN
&
SUBSTITUTE SCHOOL WARDEN**

(BLESSINGTON)

Ref: 32/2024

Closing Date: 12 noon on Thursday, 25th July, 2024



Wicklow County Council

County Wicklow is located in the province of Leinster, and has a population of 155,485, 9.2% growth persons as stated in the preliminary 2022 census figures on the CSO website

<https://www.cso.ie/en/csolatestnews/presspages/2022/censusofpopulation2022-preliminaryresults/>

Wicklow shares its border with four other counties and has a total land area of 2,027 km². The topography of Wicklow is largely mountainous, with the Wicklow Mountains being the largest continuous upland region in Ireland. Wicklow is the 13th largest of the Republic of Ireland's 26 Counties and is the 14th largest Local Authority area in terms of population.

Wicklow County Council is the Local Government Authority for County Wicklow and is responsible for the delivery of the full range of services. Wicklow County Council seeks to enhance the county's attraction as a place in which to invest, work, and live, and takes the lead role in shaping the strategic vision of the county. It provides a diverse, multi-layered and evolving range of services to both citizens and visitors to County Wicklow, which include the provision of housing, planning, development, environmental, roads and traffic, leisure and community services. It also has an enhanced role in leading out economic and community development in the County. The Council works in partnership with other state, public and private bodies in the delivery of critical infrastructure and shared services.

Wicklow County Council has an elected body comprising of 32 elected members and employs a workforce in excess of 800 employees, currently covering 5 Municipal Districts – Bray, Greystones, Wicklow, Arklow and Baltinglass. Our employees work in a dynamic and progressive local authority which promotes training and development of our employees who are our most valuable resource.

The 2024 annual revenue budget for the local authority is approximately €160 million. The Council also continues to invest in the infrastructure of the county and through its Capital Investment Programme.

The day to day running of the Council is the responsibility of the Chief Executive and the Management Team



Wicklow County Council

CANDIDATE INFORMATION BOOKLET

Each candidate must be of good character and the successful applicant will be subject to Garda Vetting prior to any appointment being confirmed.

Substitute Positions:

The substitute positions are to provide cover on a casual basis when the Part-time School Traffic Wardens are unavailable for duty.

A panel may be formed from which relief cover may be filled.

1. PRINCIPAL DUTIES AND RESPONSIBILITIES

- a) To carry out the Council's policy with regard to the school warden services this includes health and safety procedures.
- b) To ensure the safety of children crossing the road at a designated point between specified times. The discharge of these duties must not be to the detriment of the welfare of other road users.
- c) Maintain control over children who are awaiting your instructions to cross.
- d) To attend for duty at the prescribed times and to perform such duty under the direction of the Council's Engineer or Inspector or any member of the Garda Síochána.
- e) To carry the official sign and wear the official cap and coat at all times when on duty. (These will be supplied by Wicklow County Council).
- f) To notify the Council without delay should a traffic accident or incidents at the designated point, or in the vicinity of the warden's duty point.
- g) To notify the Council of any dangerous occurrences which occur at the designated point.
- h) To furnish such records and reports relating to the employment as may be required by the Council.
- i) To notify the Council without delay should he / she be unable due to illness or other reason to report for duty.
- j) School Traffic wardens must be flexible and be prepared to perform their duties at any location within reason as directed by the Line Manager

2. HOURS OF DUTY

Shall be those prescribed by Wicklow County Council from time to time and it shall be the responsibility of the warden to be and to remain on duty each day for such hours as are necessary to protect children proceeding to and from school via the warden's duty point.

3. WAGES

School Traffic Wardens are remunerated at a rate of €49.89 per day.

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the post 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 any services, which they are required by or under any enactment to perform.

4. TRAINING

Applicants may be required to attend, at their own expense, at appointed places for interview and subsequently for training course. Selection for employment will be dependent upon the satisfactory completion by the applicant of the course of training.

5. HEALTH

Any candidate who reaches the age of 70 years prior to appointment will cease to be eligible for appointment.

For the purpose of satisfying the requirement as to health it may be necessary for the successful candidates, before they are appointed, to undergo at their own 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 candidates.

Following recruitment, the school warden will attend for medical examination on a bi-annual basis (every two years).

On reaching the age of 65 and up to the age of 70, the school warden will be required to attend for independent medical on an annual basis, continuation of their employment will depend on them passing this medical. If successful, they must sign a retainer form on an annual basis.

6. SUPERANNUATION

Persons who become pensionable public servants on or after 1st January 2013 will become members of the Single Public Service Pension Scheme and, as such, will be required to pay contributions of 3% of pensionable remuneration and 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).

Persons who are existing public servants and 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 the net pensionable remuneration. Such persons 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 existing public servants and 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 and will also 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.

7. RETIREMENT

There is no mandatory retirement age for new entrants to the Public Service as defined in the Public Services Superannuation (Miscellaneous Provisions) Act 2004.

Persons who are NOT new entrants to the Public Service as defined in the Public Services Superannuation (Miscellaneous Provisions) Act, 2004 are subject to a compulsory retirement age of 70 years.

Persons who are pensionable under the terms of the Single Public Service Pension Scheme will have a minimum retirement age of 66 years initially rising in line with the State Pension age changes. Members of the Single Public Service Pension Scheme have a compulsory retirement age of 70 years.

RECRUITMENT

Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority. Panels may be formed on the basis of such interviews.

Wicklow County Council reserves the right to shortlist candidates in the manner it deems most appropriate. **Shortlisting may be on the basis of information supplied on the application form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on the application form.** The candidates shortlisted will be invited to attend for interview. The Council will not be responsible for any expenses incurred by candidates in attending for interview.

Candidates at interview will be marked under the following criteria:

- Relevant Skills & Experience
- Knowledge/Understanding of Role
- Teamwork, Communications & Interpersonal Skills

Candidates whose names are on a Panel and who satisfy the local authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may, within the life of the Panel, be appointed as appropriate vacancies arise.

The life of the Panel will be for one year from the date it is formed, unless otherwise directed by the Chief Executive.

For the purposes of satisfying the requirements as to health it will be necessary for successful candidates, 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 candidates.

Employment may be terminated by either side by giving at least one calendar months' notice. In the event that employment is terminated prior to the completion of any particular contract, the appointee shall co-operate with the Council in ensuring that all files/records are up-to-date and present in an acceptable manner.

Wicklow County Council will require the person to whom appointment is offered to take up the appointment within a period of not more than one month and if the person fails to take up the appointment within such period or such longer period as Wicklow County Council in its absolute discretion may determine, Wicklow County Council will not appoint him/her.

It should be noted that the terms of Paragraph 13 of Circular Letter EL 02/09 - Incentivised Scheme of Early Retirement may need to be considered in some instances. It is a condition of this scheme as set out in the Department of Finance Circular 12/2009 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector.

Furthermore, persons who have availed of a Redundancy Payment Scheme should note that is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment.

Applicants will be required to declare whether they have previously availed of either of the above schemes.

Wicklow County Council reserves the right to shortlist candidates in the manner it deems most appropriate

WICKLOW COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER