

BRIEFING DOCUMENT AND SELECTION PROCESS

Adult School Wardens – Limerick Metropolitan Area Permanent, Temporary and Casual Positions

The Position

Limerick City and County Council is seeking to fill positions at the grade of Adult School Wardens. Successful applicants may be appointed to permanent, temporary or casual vacancies at Appointed Crossing Places in the Metropolitan area. Limerick City and County Council are also seeking to establish a relief panel for use when cover may be required at short-notice. Please note that successful candidates can be assigned/reassigned to any Appointed Crossing Place within the Metropolitan area, on a permanent or temporary basis, if required by business need.

Duties

The duties of the School Warden will include but will not be limited to:

- Responsibility for the safeguarding of any children while using the school crossing/pedestrian Appointed Crossing Place.
- Being in attendance at the Appointed Crossing Place to which they are assigned punctually each day during the school term. In the event of being unable to attend through illness or for any other reason, it is essential that your assigned supervisor or nominee and the School Principal be informed in advance.
- Ensuring compliance with work safety procedures in operation in Limerick City & County Council and to fully participate and co-operate in any safety programme that may be implemented.
- Responsibility for the custody of materials/equipment in their area.
- Wear the uniform supplied by Limerick City and County Council and use any safety equipment provided.
- Requirement to make themselves available for training programmes as required by Limerick City and County Council and they shall be required to update this training as necessary.
- Notify your assigned supervisor or nominee and the Road Safety Officer immediately of any irregularities that may occur during the performance of duties.
- Carrying out any other duties as may be assigned by the Area Engineer/Road Safety Officer or their nominee as may be required from time to time.
- Report to assigned supervisor or their nominee.

The Person - Qualifications:

Candidates must:

- (a) Be of good character.
- (b) Be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.
- (c) Have reached a standard of education sufficient to enable them to carry out the duties assigned to satisfactorily.

Preferably the successful candidate will demonstrate and will be required as part of their duties to possess;

- Excellent communication and interpersonal skills.
- Punctuality at all times.
- Flexibility in terms of working hours and availability to work.
- Capability of assimilating the training, which shall be necessary for the performance of their duty.
- Ability to use initiative and judgement.
- Satisfactory knowledge of Health & Safety matters.

Terms and Conditions

1. The Post:

Subject to the availability of suitably qualified candidates, candidates may be appointed by Limerick City and County Council to fill permanent, temporary and casual positions that may arise for its duration.

2. Annual Leave

The annual leave entitlement for Adult School Wardens is two working weeks during the School Summer Holiday period and one week over the Christmas Holiday period.

3. Rate of Pay:

The applicable incremental salary scale is **€16.88 – €18.93** per hour inclusive. Payment of increments is dependent on satisfactory performance. Remuneration will be for 10 hours per week, or as worked if appointed on a casual basis.

Entry point of this scale will be determined in accordance with Circulars issued by the by the Department of Housing, Planning, Community and Local Government. In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee will enter the scale for the position at the minimum point of the scale (currently €16.88 per hour).

4. Location:

Limerick City and County Council reserves the right to assign the successful candidate to any department or premises in use by the Council, now or in the future. Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to travel to and from work at their own expense.

5. Hours of Work

Hours of work can vary depending on assignment. An example of one current work pattern would be from 8.30 a.m. to 9 a.m. and from 2.20 p.m. to 3.05 p.m.

6. Sick Leave:

The terms of the Public Service Sick Pay Scheme will prevail.

7. Superannuation:

The Local Government Superannuation Scheme applies.

8. Residence:

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

9. Safety and Welfare:

The holder of the post shall co-operate with the terms of Limerick City and County Council's Safety Statement and Major Emergency Plan. The successful candidate shall make themselves aware of the safety rules and procedures and make proper use of all safety, clothing and equipment.

10. Training:

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

11. Taking Up Appointment:

The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks and if they fail to take up the appointment 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. Garda Vetting:

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29th April 2016. The Act places a statutory obligation on Limerick City and County Council to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to or contact with children or vulnerable persons will be subject of Garda Vetting'.

13. Probation:

Where a person who is not already a permanent employee of a local authority is appointed, the following provisions shall apply:

- (a) There shall be a period after such appointments take effect, during which such person shall hold such post on probation.
- (b) Such period shall be set by the Chief Executive and this period may be extended at their discretion.
- (c) Such person shall cease to hold the post at the end of the period of probation, unless during such period, the Manager has certified that the service of such person is satisfactory.

14. References:

Applicants are required to advise the names of two responsible persons to whom they are well known but not related (at least one of the referees should be an existing or former employer).

In advance of any offer of employment, Limerick City and County Council reserves the right to seek references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The Council reserves the right to determine the merit, appropriateness and relevance of such references and referees.

15. General Data Protection Regulation:

Basis for Processing your Personal Information

The basis for processing your personal data is to progress your application for the position you have applied for with Limerick City and County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures. If you do not furnish the personal data requested, Limerick City and County Council will not be able to progress your application form for the competition for which you are applying.

16. Pre-Employment Medical:

Prior to appointment the candidate will be required to complete a Health Declaration and may be required to undergo a medical examination by a qualified medical practitioner nominated by the Council. Where for any reason the cost of the medical examination is borne by the applicant it shall be refunded on appointment subject to statutory tax and statutory deductions.

17. Canvassing:

Any attempt by a candidate or by any person(s) acting at their instigation, directly or indirectly by means of written communication or otherwise, to canvas or otherwise influence in the candidate's favour, any member of the staff of the Council, or person nominated by the Council to interview or examine applicants will automatically disqualify the candidate for the position they are seeking.

Application Process

Completed application forms must be e-mailed to recruitment@limerick.ie. Please send your application from an e-mail address that you will review regularly as communication during the assessment/selection period will only be through that e-mail address. Please also ensure that you regularly review your spam/junk email folder as occasionally your email service provider may direct emails to that folder.

Selection Process:

Candidates will initially be assessed on the basis of the information contained in their application form to ensure that they have the minimum requirements for the position.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Limerick City and County Council is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position. Prior to a candidate being appointed, Limerick City and County Council will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed, a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Competitive Interview:

Selection will be by means of a competition based on an interview conducted by or on behalf of the local authority. This interview may be in person or online, this is at the discretion of the Local Authority.

Candidates who qualify at interview and who satisfy the local authority that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may be appointed as appropriate permanent, temporary or casual vacancies arise.

Interview:

Candidates at the interview will be assessed and marked on the following areas:

Work Skills (200 Marks)	Personal Skills (200 Marks)
<ul style="list-style-type: none">• Knowledge and understanding of role and responsibilities of School Warden• Application of relevant skills in the workplace• Knowledge and understanding of Health & Safety	<ul style="list-style-type: none">• Interpersonal and communication skills• People management/leadership skills• Problem solving skills• Self-Motivation/Initiative

Candidates at interview must achieve a minimum 50% of the total marks available in each of the competencies to qualify at interview.

Limerick City and County Council is an Equal Opportunities Employer.

September 2023.