

**Comhairle Contae
Fhine Gall**
Fingal County
Council



**Permanent School Warden
Dublin 15**

Information for Candidates

August 2024

1. Role and Responsibilities

The role of the School Warden is 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.

The postholder will be responsible to the Road Safety Unit, under the direction of the designated person in the Environment, Climate Action, Active Travel and Sports Department and work in the Dublin 15 area.

2. Duties

The holder of the position shall be responsible for the following duties as assigned by the Supervisor:

- To attend for duty at the prescribed times, and to perform such duty under the direction of the Council's Road Safety Officer regarding Health and Safety Procedures
- Maintain control over children who are awaiting your instructions to cross
- To use the statutory uniform and equipment provided for the safety of yourself, children and all other members of the public, especially when stopping traffic on the public roadway
- To wear the statutory uniform at all times when on duty and to ensure that the uniform is kept in a clean and neat condition
- To use the statutory 'Stop Sign' supplied by Fingal County Council
- Report any problems or difficulties to the appropriate supervisor
- To furnish records and reports as required
- Or any such duties that may be assigned to him/her from time to time

3. Qualifications and requirements of the post

(a) CHARACTER

- a. Each candidate must be of good character. Garda Vetting is compulsory under the Council's Child Protection Policy.

(b) HEALTH

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

(c) EDUCATION, TRAINING, EXPERIENCE, ETC.

Candidates shall have obtained such a standard of education as would enable the candidate to effectively carry out the duties of the post.

4. Particulars of Employment

The employment is pensionable. 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).

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.

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.

PROBATION

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

- (a) there shall be a period after such employment take effect during which such persons shall hold such employment on probation,
- (b) such period shall be one year but the Chief Executive may at his or her discretion extend such period,
- (c) such persons shall cease to hold employment at the end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

SALARY

Wages will be at the rate of **€49.36** per day for each full day (3.5 hours per day) on which the warden is on official duty.

- a) Wages will not be paid for days on which wardens are not on duty.
- b) Employment will be suspended without pay (i) during periods of closure of the particular school or schools for holidays at Christmas, Easter, Summer and mid-term breaks and (ii) during other such periods as may be determined by the County Council.
- c) Payment of holiday pay will be in accordance with the terms of The Organisation of Working Time Act, 1997. In general holiday pay will be paid each year at the end of the school year.

This salary shall be fully inclusive and shall be as determined from time to time. Persons who are not serving local authority employees will be based on the minimum of the scale.

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 post or in respect of any services which they are required by or under any enactment to perform.

HEALTH

For the purpose of satisfying the requirement as to health it will be necessary for successful candidates, before they are employed, to undergo a medical examination by a qualified medical practitioner to be nominated by the Local Authority.

RETIREMENT AGE

The retirement age is 70 years.

RECRUITMENT

A local authority may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure. The number of persons to be invited, in these circumstances, to interview shall be determined by the local authority from time to time, having regard to the likely number of vacancies to be filled.

Selection will be by means of an interview conducted by or on behalf of the local authority. Candidates will be required to pay any expenses incurred by them in attending the interview.

Panels may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualification declared for the post and that they are otherwise suitable for employment may, within the life of the panel, be employed as appropriate vacancies arise.

The local authority shall require a person to whom employment is offered to take up such employment within a period of not more than 6 weeks and if he or she fails to take up the employment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not employ the person.