Comhairle Contae Chill Dara
Kildare County Council

Candidate Information Booklet

PLEASE READ CAREFULLY

School Wardens –Permanent, Temporary and Casual Positions

This is a rolling competition, there will be no closing date for receipt of completed application forms.

Applications will be processed in order of receipt of completed applications.

Kildare County Council is committed to a policy of equal opportunity.

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Introduction

Kildare County Council is one of 31 Local Authorities in the Republic of Ireland. The Council has responsibility for the delivery of a wide range of services which are necessary to the physical, economic, social, and cultural life of County Kildare, with a focus on making Kildare an attractive place to live, work and invest. Kildare County Council have 40 elected members representing 5 Municipal Districts, Athy, Kildare/Newbridge, Naas, Clane/Maynooth and Celbridge/Leixlip.

The following comprise the areas of service delivery in Kildare County Council:

- Enterprise & Economic Development
- Community
- Planning
- Cultural & Recreational Services
- Infrastructure
- Housing
- Fire & Emergency Services
- Environment
- Finance
- Information Services
- Corporate Services
- Human Resources
- Integration

This is an opportunity to gain employment in the role of School Warden with Kildare County Council.

The Competition

Kildare County Council is seeking to fill positions at the grade of Adult School Wardens and are also seeking to establish a relief panel for use when cover may be required at short-notice. Successful applicants may be appointed to permanent, temporary or casual vacancies at existing appointed crossing places within the county.

The school warden service provided by Kildare County Council caters for thousands of children attending schools across Kildare on a daily basis during school terms. This is an opportunity to make a positive impact in your local community. Join Kildare County Council to be part of a team and act with purpose to provide a great service! We supply full training and uniform and the opportunity to contribute to your local area in a valued way.

Duties and Responsibilities

(a) To attend for duty at the prescribed times and perform such duty under the direction of the employer or any member of the Garda Síochána.

(b) To observe fully the instructions for School Wardens set out in the schedule below.

(c) To carry the official sign and wear the official uniform and cap at all times when on duty (these will be supplied by the employer).

(d) To notify the employer without delay should a traffic incident occur at or in the vicinity of the Warden's duty point.

(e) To furnish such records and reports relating to the employment as may be required by the employer.

(f) To notify the employer without delay should he/ she be unable due to illness or other reason, to report for duty.

School Warden Instruction Schedule

(g) A white board bearing the word "Stop" is the recognised symbol of authority for all school wardens and this board must be carried and the recognised uniform must be worn all the time when the Warden is on duty.

(h) The board must be held or carried in the right hand in an upright position. When the warden is standing on the footpath, the faces of the board should be shown as parallel with the footpath. When moving on to the carriageway to stop traffic, faces of the board should be shown as at right angles to footpath, so as to be visible to traffic approaching from front and rear.

(i) The warden should take up their position on the footpath, or side of the carriageway, so as to be clearly visible to all approaching traffic, having regard to parked vehicles, etc., which might obstruct the view. The School Warden's position should be on the side of the carriageway where the most children are congregated wishing to cross. In the morning or after the lunch-time break period, this will generally be found to be the side further away from the school, while at the commencement of lunch-time break and at termination of school period, it will be on the school side.

(j) The warden should marshall all children desirous of crossing on their left-hand side and give the children instructions to remain on the footpath until such time as the warden has gone out, taken up position **in the centre of the carriageway** and brought all traffic to a standstill. The School Warden should then call or signal the children to cross, when they should walk across, not run, in front of them in an orderly manner. In the initial stages of their duties, they should be very careful to ensure that the children obey these instructions implicitly, as sometimes there is a tendency for the children to follow them out on the carriageway before traffic has been stopped.

(k) Before attempting to stop traffic, the warden should consider traffic conditions at this point, whether it is of such a sparse nature that they can wait for a lull before going out to conduct children across, or if it is of such a nature that they will have to make breaks in it. In some areas, it is possible that such lulls will obviate the necessity of much stopping of traffic, but in busy areas or on fast traffic routes, breaks will have to be made. Great care will have to be exercised by the warden in breaking up traffic, due consideration being given to the speed of the approaching traffic and conditions of road and weather. Sufficient time should always be given by the warden for traffic to pull up in safety.

(l) It is of interest to realise that the vast majority of drivers, if called on suddenly to stop from various speeds will take distances shown hereunder to do so, under good road and weather conditions, and such distances could be considerably lengthened and perhaps doubled, under adverse weather or road conditions:-

a. Average Stopping Distances:
b. 30 km/h - 12 metres
c. 40 km/h - 36 metres
d. 50 km/h - 25 metres
e. 60 km/h - 36 metres
f. 80 km/h - 54 metres

(m) When the warden has taken up their position in the centre of the carriageway, and is clearly visible to all traffic, they should ensure that all traffic in their immediate vicinity, front and rear, has come to a standstill before calling or signalling on the children to cross. The warden should see that the children got safely across from one side of the carriageway to the other, before releasing traffic.

The warden must not move from the road centre until the last one of the children is safely on the footpath.

To release traffic, the warden should return to the footpath and, under no circumstances, are they ever to remain in the centre of the carriageway acting as a pointsman and calling traffic on.

The warden will stop traffic by leaving the footpath, with the board/Stop Sign, and going to the centre of the road and release traffic by returning to the footpath. No signals of any kind should be given to traffic by the warden.

(n) The warden should never break up organised convoys, weddings, funerals, parades, or hold up Fire Appliances or Ambulances for the purpose of allowing children to cross. The warden should wait for suitable opportunities when they have passed. Heavily laden horses should not be held up on inclines.

(o) If the wardens have any trouble in controlling, or encounter disobedience by the children, they should inform the Principal of the school concerned. Any disobedience by traffic in general should be reported forthwith to the Gardai. In the case of motor vehicles, the description, registration number and so on of person driving, together with time and place of the occurrence, should be noted

for the information of the Gardai. Frivolous complaints should, however, be avoided.

Employer in aforementioned cases shall mean and include the Chief Executive, Kildare County Council, Áras Chill Dara, Devoy Park, Naas, Co. Kildare.

Qualifications

Character:

Each candidate must be of good character.

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.

Particulars of Employment

The Post

Shall be those prescribed by the employer 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.

All hours of work will be subject to and recorded in accordance with the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

The Council reserves the right to alter your hours of work from time to time.

Location

School Wardens can be based at the following schools:

- **NAAS**
- **DERRINTURN**
- **NURNEY**
- **ARDCLOUGH**
- **MILLTOWN**
- **KILCOCK**
- **CASTLEDERMOT**
- **PROSPEROUS**
- **KILDARE**
- **NEWBRIDGE**
- **CELBRIDGE**
- **LEIXLIP**
- **MAYNOOTH**

Kildare County Council reserves the right to assign the successful candidates to any premises in use by the Council or any other school crossing managed by the Council, now or in the future.

The person appointed will be required to report to their place of work by their own means of transport and at their own expense.

Commencement

Kildare County Council shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if they fail to take up the appointment within such period, or such other longer period as the Council in its absolute discretion may determine, Kildare County Council shall not appoint them.

Reporting Arrangements

School Wardens report directly to the appropriate supervisor in the Section or to any other employee of Kildare County Council as the Director of Services or other appropriate employee may designate for this purpose.

A system of regular appraisal will be operated during employment, which will involve discussions between the employee and the line manager regarding performance and conduct.

Probationary Period of Employment

Where a person is permanently appointed to Kildare County Council, the following provisions shall apply –

a) there shall be a period after appointment takes effect, during which such a person shall hold the position on probation;

b) such period shall be twelve months, but the Chief Executive may, at their discretion, extend such period;

c) such a person shall cease to hold the position at the end of the period of probation, unless during this period the Chief Executive has certified that the service is satisfactory;

d) the period at (a) above may be terminated on giving one weeks' notice as per the Minimum Notice and Terms of Employment Acts;

e) there will be assessments during the probationary period.

Remuneration

Permanent Part-time School Warden

Shall be at the rate of **€269.52** per week fully inclusive for each **full week** on which the warden is on official duty. If, during the school year, a Public Holiday or special holiday otherwise granted by the particular School Authority where the school warden is posted to, occurs, the Warden will be paid for one such holiday in any week. If more than one holiday occurs in the same week, full pay will be paid for one

day and half pay for each subsequent free day. If during the school year the school is closed for a week or more, e.g. adverse weather, the Warden will be paid half pay for the period in question. In no circumstances will pay be granted for the Christmas, Easter and summer holiday periods.

The salary shall be fully inclusive and shall 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. Remuneration is paid fortnightly by PayPath directly to the employees nominated bank account. The current wage pay cycle may be revised during the period of employment. Remuneration is subject to all statutory deductions, e.g., P.A.Y.E. and P.R.S.I. Increments are paid annually subject to satisfactory attendance, conduct and performance and national agreements. Increments may be withheld if performance, attendance and/or conduct are not satisfactory.

Superannuation & Retirement

A person who becomes a pensionable employee of the County Council will be required in respect of their Superannuation to contribute to the Local Authority at the appropriate rate.

The terms of the Local Government Superannuation (Consolidation) Scheme 1998 as amended or the Public Services Superannuation (Miscellaneous Provisions) Act 2004 or the Public Service Pensions (Single Scheme & Other Provisions) Act 2012 will apply as appropriate on appointment.

Retirement age for employees is dependent on their relevant contract of employment, with due consideration being given to the rules of the Superannuation Scheme to which they belong.

- For appointees who are deemed not to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act, retirement is compulsory on reaching 65 years of age.
- The minimum retirement age for “new entrants” to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004 is 65. There is no mandatory retirement age.
- Effective from 1st January 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks:

    - Retirement age is set, initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028.

    - Compulsory retirement age will be 70.

Annual Leave
Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act 1997 and the nationally agreed annual leave scheme for the sector. The annual leave year runs from 1st January to 31st December. Annual leave entitlements for School Wardens will be 8% of overall hours worked.

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

Outside Employment
The position is whole-time, and the officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties.

Code Of Conduct/Organisation Policies
Employees are required to adhere to all current and future Kildare County Council codes of practice including Code of Conduct of Employees and all current and future organisational policies including, but not limited to Health and Safety, Communications, Data Protection, Equality, Staff Mobility, Attendance Management and Use of Electronic Equipment.

Training
Employees are required to attend and participate fully in training programmes as may be decided by the Council from time to time and to apply their learning in the course of their daily working activities.

Health and Safety Regulations
Kildare County Council as an Employer is obliged to ensure, so far as it is reasonably practicable the Safety, Health and Welfare at Work of all its employees. Under the Safety, Health and Welfare at Work Act 2005, the County Council has a legal duty to exercise all due care and take all protective and preventative measures to protect the Safety, Health and Welfare of its employees.

All employees also have a legal obligation under Safety and Health legislation to co-operate with management and not engage in any improper conduct or behaviour or do anything, which would place themselves or others at risk.

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

Important Notice

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

Communications

Kildare County Council will contact you, when necessary, at each stage of the competition by email. It is strongly recommended that you only submit one email address with the application form, and that you do not change your email address during this recruitment campaign, as any email will be sent to the email address originally supplied on your application form. It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in email address throughout the recruitment and selection campaign. This can be done by emailing **jobs@kildarecoco.ie**. The onus is also on each applicant to ensure that s/he is in receipt of all communication from the Council. Kildare County Council does not accept responsibility for communications not accessed or received by an applicant.

The personal information collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to Kildare County Council's privacy statement which can be found at https://kildarecoco.ie/AllServices/CareerOpportunities/

Before You Proceed

Before proceeding you should satisfy yourself that you meet the requirements for the post as set out in this booklet. This will prevent you from incurring unnecessary expense in progressing in the competition.

Shortlisting

Kildare County Council reserves the right to shortlist applications. Shortlisting may take the form of either a desktop-shortlisting process (based on the information provided by the candidate in their completed application form) or a shortlisting interview.

Kildare County Council reserves its right to shortlist candidates, in the manner it deems most appropriate, to proceed to the interview stage of the competition. Shortlisting will be completed 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 shortlisting process will provide for the assessment of each applicant's application form against predetermined criteria that reflect the skills and depth of experience considered to be essential for a position at this level.

The information you supply in the application form will play a central part of the shortlisting process. Kildare County Council's decision to include you on the shortlist

of candidates going forward to the next stage of the process may be determined based on this information.

The shortlisting board will examine the application forms against pre-determined criteria based on the requirements for the position. It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/experience on your application form. Based on examination of the application form, the shortlisting board will select those who appear to be most suitable for the position.

You will be contacted in relation to any interview dates and times. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated. When attending for interview you must produce photographic identification.

Interview Stage

Interview Process

The interview is your opportunity to provide evidence of your knowledge, skills and experience and the Local Authority's opportunity to assess your suitability for the role as advertised.

Kildare County Council may at their discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as Kildare County Council considered appropriate in the preliminary interview.

Interviews shall be conducted by Board(s) set up by Kildare County Council. The Board(s) will assess the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed Qualifications and any other relevant matters. Only candidates who reach such a standard as Kildare County Council consider satisfactory in the competitive interview shall be considered for selection and placed on a panel.

Feedback

Candidates shall be notified of the outcome of each stage of the selection process as soon as possible.

If, following the interview, a candidate is placed on a panel they shall be informed of their marks and position on the panel.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview when and where required by Kildare County Council, or who do not, when requested, furnish such evidence as required by Kildare County Council within the specified timeframe, regarding any matter relevant to their candidature, will be deemed to have withdrawn their application from the competition.

Pre-Employment Checks

Before contracts of employment are agreed, various checks are undertaken. These include medicals, references, verification of qualifications and may include Garda vetting.

Confidentiality

Kildare County Council, in its recruitment and selection procedures, has appropriate measures in place to protect the confidentiality of all applicants. All enquiries, applications and other aspects that form part of the recruitment formalities are treated as confidential and are not disclosed to anyone, outside of those directly involved in the recruitment process - subject to the provisions of the Freedom of Information Acts.

Records created, maintained, and stored by Kildare County Council as part of the recruitment and selection process are subject to a range of legislation, including Freedom of Information and Data Protection. Kildare County Council shall comply with the National Records Retention Policy and any other relevant records retention policies.

Citizenship

Critical Skills Occupations

Candidates must, by the date of submission of application form, have a Critical Skills Employment Permit (Stamp 4) Candidates should ensure that the post they are applying for is included in the Critical Skills Occupation list.

Non Critical Skills Occupations

Candidates must, by the date of submission of application form, be:

-A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
-A citizen of the United Kingdom (UK); or
-A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
-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
-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
-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.

During the recruitment process, should you wish to make a formal request for reasonable accommodations, please note that the local authority may request relevant medical or psychological reports to assist in determining whether the provision of such accommodations is applicable.