

CORK COUNTY COUNCIL

Post of School Warden
Model School N.S. Dunmanway

QUALIFICATIONS

1. Character

Each candidate must be of good character

2. Health

Each applicant must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. Education:

Each candidate must have a good general education of a sufficient standard to enable that person to understand fully and carry out the duties of the post.

PARTICULARS

1. The employment is part-time and pensionable.

2. The employment is subject to a probationary period of one year and will be terminable by the giving of one week's notice by either side during that period. After the employment has been confirmed, it will be terminable at any stage on the giving of the required notice by either side under the Minimum Notice and Terms of Employment Act, 1973. The Council reserves the right to terminate the employment at any time, without notice, should the warden be guilty of misconduct where warranted.

3. The current wage is €168.03 basic per week.

4. Hours of Duty:

The Warden will be required to operate punctually at all times when children are crossing. The hours of work will be determined by the Principal of Model School N.S. Please note that the times showed are subject to change at the Council's discretion.

8.45 a.m. - 9.20 a.m.

2.35 p.m. – 3.00 p.m.

N.B. The times are subject to review, having regard to changes in class starting/finishing times and/or changing crossing patterns.

5. The warden must operate at all times at the designated crossing point. This crossing point cannot be altered however temporarily by any person/body other than Cork County Council (with Garda Approval).
6. The warden must comply with safety policy and directive in force from time to time and must wear the uniform and carry the sign at all times while on duty.
7. The employment is for the duration of the School Year and payment will NOT be made in respect of normal school holiday periods, i.e. Summer, Christmas or Easter or other.
8. Sick leave does not apply to this part-time employment, however, depending on the number of hours worked a warden may be entitled to claim Disability Benefit from the Department of Social Welfare.
9. Annual leave will, if applicable be in accordance with the terms of the Holidays Employees Act, 1973 as amended by the workers Protection (Regular Part-Time Employees) Act, 1991. Please note particularly the Council will determine the times at which annual leave may be taken having regard to the absolute priority of having the school crossing operated while children are attending school. For those who are not entitled to annual leave, the same criteria will apply to unpaid leave of absence.
10. The Council reserves the right to retire a Warden who in the opinion of the Council's medical advisor, is medically unsuitable to discharge his/her duties effectively due to age or infirmity.

DUTIES

1. The Warden must operate strictly in accordance with the instructions for School Wardens (as per Garda/Cork County Council training) at all times.
2. (a) All accidents at the crossing point involving the Warden in the operation of his/her duties must be reported immediately after the duty period by telephone, to the Municipal District Roads & Engineering Offices in Skibbereen. All relevant details must be recorded including car make/model, registration number, name of drivers/pedestrians involved, time and date of accident. The names/addresses of any witnesses must be recorded also and a written report is to be submitted to the Municipal District Roads & Engineering Offices, Skibbereen within the following 3 days.

(b) The Warden must not attempt to apportion blame to any person nor admit liability on his/her (or the Council's) own part.
3. In connection with the hours of duty any changes made by the school to their class times, which affect your duty periods, must be notified to the Municipal District Roads & Engineering Offices, Skibbereen.

