



Comhairle Chontae na Gaillimhe
Galway County Council

CANDIDATE INFORMATION BOOKLET

Please Read Carefully

**RECRUITMENT AND SELECTION CAMPAIGN FOR
THE POSITION
OF
PERMANENT PART TIME SCHOOL TRAFFIC
WARDEN
(CLAREGALWAY)**

**CLOSING DATE FOR RECEIPT OF COMPLETED
APPLICATIONS:**

4 P.M. ON THURSDAY 23RD OF MAY 2024

Important Notes:

- Please submit *your application form inclusive of all other required documentation to hr@galwaycoco.ie as **ONE SINGLE document** (not individual scanned documents) before the closing date and time.*
- Candidates must submit a copy of all declared qualifications and a copy of photo identification with their application forms.
- Application forms must be fully completed. CVs will not be considered.

THE COMPETITION:

The purpose of this recruitment competition is to form a panel for the position of permanent **Part Time School Traffic Warden** from which permanent-parttime vacancies may be filled. Currently 1 position is available in in Claregalway.

THE ROLE:

The School Traffic Warden's role is to ensure that primary-school children cross public roads safely on their way to and from school. The Gardaí and School Traffic Wardens are the only officials in Ireland who have the authority to stop other vehicles on public roads.

School Traffic Wardens wear a distinctive uniform (a high-visibility coat and hat). They must also carry a distinctive sign (a white disc with a red border and the word 'Stop' in the centre). By displaying this sign, the School Traffic Warden has the power to stop the traffic to enable schoolchildren to cross the road in safety. Traffic must remain stopped as long as the warden displays the sign.

QUALIFICATIONS FOR THE POST

1. CHARACTER

Candidates must be of good character.

2. HEALTH

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

Successful candidates will be required to undergo a medical examination carried out by the Council's Occupational Medical advisor prior to appointment. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

3. EDUCATIONAL STANDARD

Candidates shall:

- a) have a good standard of education to enable them carry out efficiently the duties of School Warden

DUTIES AND RESPONSIBILITIES:

The duties may include but are not limited to the following and the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time:

- Report for duty promptly at the specified times and location assigned.
- Operate strictly in accordance with the instructions of their supervisor.
- Perform all assigned duties while exercising due care, in the interest of their personal safety, the safety of their fellow employees and the public.
- Perform all assigned duties in compliance with Galway County Council's Health and Safety Management System. Working in a safe manner, in full compliance with the relevant safety legislation will be the primary responsibility of all School Wardens.
- Maintain control over children who are awaiting instruction to cross and ensure that school children cross the public roads safely on their way to and from school.
- If the School Traffic Warden has any trouble in controlling children, or encounter any disobedience by the children, they should inform the Principal of the school concerned at the next available opportunity. Any disobedience by traffic in general should be reported immediately to An Garda Síochána.
- The School Traffic Warden should never break up organised convoys, wedding, funerals, parades, or hold up fire appliances or ambulances for the purpose of allowing children to cross but wait for suitable opportunities when they have passed.
- The School Traffic Warden should report any problems or difficulties encountered to the Local Council Office
- When stopping traffic on the public roadway, the school warden will use the statutory uniform and equipment provided for their own safety, the safety of the school children and all other members of the public. This requires carrying of the official STOP sign at all times and ensuring that the uniform is kept in a clean neat condition.
- Any additional PPE – as advised by your supervisor – shall be worn as required.
- Ensure compliance with organisational policies, procedures and legislation.
- Co-operate with the familiarisation/instruction of other employees where appropriate.
- Manage and maintain resources effectively and efficiently

COMPETENCIES:

At interview candidates will be assessed in the following areas:

KNOWLEDGE	EXPERIENCE/SKILLS	GENERAL ATTRIBUTES
<ul style="list-style-type: none">• Knowledge & understanding of role and responsibilities• Role of post	<ul style="list-style-type: none">• Relevant training• Dealing with the public	<ul style="list-style-type: none">• Flexibility• Initiative• Commitment

<ul style="list-style-type: none"> • Knowledge & understanding of health & safety 	<ul style="list-style-type: none"> • Communication and Interpersonal skills • Report writing • Ability to follow instructions. 	<ul style="list-style-type: none"> • Positive attitude with self-motivation
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Candidates at interview must achieve a minimum **50%** of the total marks available in each of the areas above to qualify.

DETAILS AND PARTICULARS

PROBATION

Where a person is permanently appointed to Galway 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 one year but the Chief Executive may, at his 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:

Starting pay for new entrants will be at the minimum of the scale. The rate of remuneration €15.92 per hour (minimum of the General Operative Scale) may be adjusted from time to time in line with Government pay policy. Increments are paid annually subject to satisfactory attendance, conduct and performance.

WORKING HOURS

Core hours of work shall be 15 hours per week when the schools are in operation. Normal

working hours are 8.40am to 9.40am and 1.30pm to 3.30pm Monday to Friday. The hours of work will be such as may be assigned by the County Council in its absolute discretion. The person employed will be expected to report to their place of work, by their own means of transport. The successful candidate may be required to undertake additional duties in the course of their employment.

TRAINING:

- The successful applicant will undertake any course of relevant training as required by Galway County Council
- Undergo training for Health and Safety, technical skills and general performance as assigned
- Participate and co-operate with all training initiatives as required.

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.

RESIDENCE:

The person holding the office must reside in, or at an address convenient to the Local Authority, as approved by the Chief Executive.

GARDA VETTING:

Garda vetting will be sought in respect of individuals who come under consideration for appointment.

SUPERANNUATION CONTRIBUTION

The Local Government Superannuation Scheme applies.