



Comhairle Cathrach Chorcaí

Cork City Council

SCHOOL WARDEN – (RELIEF)

JOB DESCRIPTION & QUALIFICATIONS

Main Purpose of Post

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. School Wardens may also be required to participate in school talks with teachers and pupils to advise on the role and responsibilities of the School Warden and the role of the school.

Level of Post

The post holder will report to the appropriate supervisor assigned by Cork City Council.

QUALIFICATIONS FOR THE POST

1. Character

Each candidate shall 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. For the purpose of satisfying the requirement as to health, it will be necessary for the successful candidate before their appointment to undergo a medical examination by a qualified practitioner to be nominated by the City Council and this medical examination will include a hearing and eye test. Periodic hearing and eye tests may be arranged during the course of employment.

3. Education

Each candidate must have obtained such a standard of education as would enable the candidate to effectively carry out the duties of the position.

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.

4. Desirable Skills

Driving Licence

Because this role requires travelling between different schools across the city on short notice, a valid driving licence is highly desirable.

Age

Candidates deemed 'not to be new entrants' to the Public Service as defined by the Public Service Superannuation (Miscellaneous Provisions) Act 2004 must be under 65 years of age on the latest date for receipt of completed Application Forms for the post. Candidates deemed to be non-new entrants under these provisions must retire on reaching age 70.

The age restriction of 65 years does not apply to 'new entrants' to the Public Service as defined by the Public Service Superannuation (Miscellaneous Provisions) Act 2004 (entrants from 1st April 2004 to 31st December 2012). There is no compulsory retirement age for persons deemed to be new entrants under these provisions.

In accordance with the Public Service Pensions (Single Scheme and other Provisions) Act 2012, there is a compulsory retirement at age 70 for new entrants to the Public Service after January 1st, 2013.

PRINCIPAL CONDITIONS OF SERVICE

Remuneration

Hourly rate: €19.40

Applicants should note that entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government & Heritage. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

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 any services which they are required by or under any enactment to perform.

Principal Duties and Responsibilities

- a) To carry out the council's policy regarding the school warden service, including health and safety procedures.
- b) Report at the specified times and location assigned under the direction of the Supervisor wearing uniform as issued and using the authorized "STOP" sign.
- c) Maintain control over the children waiting instruction to cross.
- d) The use of Stop Sign in the stopping of traffic.
- e) Supervision of the children crossing the road.
- f) The person employed will be required to report all matters of concern connected with their duties to their supervisor.
- g) The person employed will be required to perform the assigned duties exercising a duty of care, in the interest of safety of oneself, school children, fellow employees and the general public at all times.
- h) 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 their supervisor, Cork City Council in accordance with City Council's agreed policies and procedures.
- i) As this is a relief position, flexibility is required. The successful candidate must be available to work at various school locations across the city, sometimes at short notice, to provide cover where needed.
- j) Any other such duties that may be assigned to you from time to time by Cork City Council.

Probation

Where a person who is not already a permanent employee of a Local Authority is appointed to a permanent position, the following shall apply:

- (a) There shall be a period after such appointment takes effect during which such person shall hold the post on probation.
- (b) Such period shall be one year and may be extended at the discretion of the Director of People & Organisation Development.
- (c) Such person shall cease to hold the position at the end of the period of probation unless during such period the Director of People & Organisation Development has certified that the service of such person is satisfactory based on the recommendation of the relevant Director of Operations.

Superannuation

Membership of the Superannuation Scheme is mandatory from your date of appointment and the appropriate superannuation scheme will be determined in accordance with the provisions set out in the **Age** requirements section (above). The Scheme is contributory and provides for payment of pension, lump sum and death benefits, in accordance with the rules of the scheme an employee is assigned to, having regard to the **Age** requirements.

Hours of Duty

School Wardens employed by the City Council work up to 19.5 hours per week as required.

On occasion the time of attendance and number of crossings can be varied by the school to which a Warden is assigned dependant on the school's requirements.

In principle, the hours of work are:

Monday to Thursday:	8.15 am to 9.15 am	12.30 pm – 3.30 pm
Friday:	8.15 am to 9.15 am	12.30 pm – 3.00 pm

These hours apply to Relief School Wardens.

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

All hours worked will be subject to the provisions of the Organisation of Working Time Act, 1997 and the Organisation of Working Time Act (Regulations) 2001.

Citizenship

Candidates must, by the date of any job offer, be.

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

Residence

Candidates should be aware that the holder of the post must reside in the district in which his/her duties are to be performed or within a reasonable distance thereof, at a location acceptable to the City Council.

Training

In the event of you being offered a position following interview, you will be required to complete a mandatory one-day training session and achieve a pass mark in same. Training is delivered on an annual basis, with full training provided one year and a refresher session the following year, on a rotational basis. You may also be required to attend any training arranged by Cork City Council for School Wardens

Safety

The successful candidate must comply with safety policy and directives in force from time to time and wear protective clothing and other equipment issued and/or required.

We are committed to providing a diverse and inclusive place of work and have a robust strategy to enable this. We are an equal opportunity employer and through our recruitment process, we welcome and encourage applications from interested and suitably qualified individuals regardless of gender, age, racial or ethnic origin, membership of the traveller community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability.

The above specification is not intended to be a comprehensive list of all duties involved and consequently, 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 and to contribute to the development of the post while in office.

FORMAT OF THE COMPETITION

All applications will undergo screening to ensure that they meet the requirements as outlined in the Job Description and Qualifications for the post. The Council may shortlist applicants based on the information provided on the application form. Accordingly, applicants are advised to complete all sections of the form and ensure that the detail provided clearly demonstrates you meet the minimum qualifications for the post.

Shortlisted applicants will be called for interview; all interviews will be held online using MS Teams.

Only applications on the [Official Application Form](#) will be considered. To access and complete the application, please click this [Link](#), and follow the instructions. Applicants are required to submit their applications electronically and should retain a copy of their Application Form for their own personal reference. Be advised that once fully completed applications are submitted the information within cannot be amended.

Completed application forms must be submitted by 4pm, Friday 4th September 2026.

A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the Council that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, be appointed as appropriate vacancies arise across the city. The panel formed from this competition will be used to fill Relief School Warden positions as they arise.

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 Cork City 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, Cork City 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.

GENERAL INFORMATION

Health

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

Pension Arrangements and Retirement Age

Retirement age will be determined based on previous public sector service and will be advised at the time of appointment.

Deeming of Candidature to be withdrawn

Candidates who do not attend for interview when and where required by Cork City Council, or who do not, when requested, furnish such evidence as the Council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

Period of Acceptance

Cork City Council will require the person to whom appointment is offered to take up the appointment within a period of not more than one month and if he/she fails to take up the appointment within such period or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint them.

GENERAL DATA PROTECTION REGULATION

Cork City Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, (once enacted) and the General Data Protection Regulation.

- **Basis for Processing your Personal Information**

The basis for processing your personal data is to process your application for the position you have applied for with Cork City Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile number, particulars of education, details regarding your record of employment, details of referees and confirmation of if you require an employment permit/visa or work authorisation.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on computer.

- **Sharing of Information**

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated short listing and/or interview board.

If, following the competition, you are placed on a panel and offered a position, the information provided in your application form will form part of your Personnel File and may be used for deciding the post to which you are assigned.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records, employment references and/or character references as required.

- **Storage period**

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired (usually a further one year, rarely two years). You will be notified if the panel has been extended after one year and the new expiry date of the panel. Applications which are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition. If you do not furnish the personal data requested, Cork City Council will not be able to progress your application form for the competition for which you are applying.

Cork City Council's Privacy Statement can be accessed at:

<https://www.corkcity.ie/en/council-services/public-info/gdpr/>

Garda Vetting

As the post comes within the scope of the Local Authorities Garda Vetting Scheme a Garda clearance check will be carried out prior to your appointment to the Council. **Accordingly, candidates will be required to complete and sign a Consent Form to permit the required vetting to be completed prior to taking up duty.**

This position is one of trust with the public and Cork City Council has a duty to protect them. If you have a record of an offence, this will not necessarily disqualify you as all applications will be considered on their merits having regard to the high standard and reputation of the Council. In addition, you are advised to declare any charges that are pending as they could lead to you being discharged.

If you fail to disclose information when required to do so, this will render your application void and if you have been employed may result in termination of employment.

A Garda clearance check will be carried out prior to your appointment to the Service.

Should you be charged with an offence between the date of the application or appointment you **must** notify the Council in writing, as this may affect employment.

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 to influence in the candidate's favour, any member of the staff of the City Council or person nominated by the City Council to interview or examine applicants, will automatically disqualify the candidate from the position being sought

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 of the successful candidate.

Cork City Council is an equal opportunities employer