



## **WEXFORD COUNTY COUNCIL POST OF PART-TIME CLEANER QUALIFICATIONS**

### **1. CHARACTER:**

Each applicant must be of good character.

### **2. HEALTH:**

Each applicant 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 requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the County Council. On taking up employment, the expense of the medical examination will be refunded to the applicant.

Before appointment, the person selected must satisfy the Chief Executive with regard to character, age and health.

### **3. EDUCATION, EXPERIENCE ETC:**

- i. Applicants for the post must have a good standard of general education to enable the duties of the post to be performed to the satisfaction of the Local Authority

**and**

- ii. Applicants must possess adequate ability to enable him/her to discharge efficiently the duties of the employment.

**WEXFORD COUNTY COUNCIL  
POST OF PART-TIME CLEANER  
PARTICULARS OF EMPLOYMENT**

1. The post is part-time and 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 dependent or qualified children).

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 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 dependent or qualified children) in accordance with the terms of the Scheme.

For new entrants under the *Single Public Service Pension Scheme* effective from 01/01/2013, superannuation contributions are 3.5% of net pensionable remuneration and 3% of pensionable remuneration.

2. **Probation:**

The following provisions shall apply to this employment:

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

3. **REMUNERATION :**

The remuneration is €12.620 per hour

The rate of remuneration may be adjusted from time to time in line with Government pay policy.

4. Working hours are variable, but in the region of 5-15 hours per week. Saturday may form part of normal working week
5. The employment will be subject to the provisions of such regulations as may be made from time to time by the Department for Housing, Planning and Local Government.
6. This employment will be subject to the Minimum Notice and Terms of Employment Act, 1973 – 1991.
7. The person appointed shall work under the general direction of the appropriate Director of Services, or any employee designated by the appropriate Director of Services.
8. The person appointed will use new technology, as required.
9. The person appointed shall undergo such training as may be decided by the Local Authority from time to time.

**10. RECRUITMENT:**

Applications will only be accepted on the official Wexford County Council application form as advertised with the post.

Application forms must be fully complete as possible.

Applications will not be accepted after the specified closing date and time **ie 5.00pm**

**Thursday, 17<sup>th</sup> June, 2021.**

**The selection process may include any or all of the following:**

- The number of persons seeking admission to a competition generally exceeds that required to fill the available posts and while candidates may meet eligibility it is not practical to interview everyone. In those cases, the Local Authority may employ a shortlisting procedure. The number of candidates to be invited for interview shall be determined by the local authority. The shortlisting will be carried out by or on behalf of the Local Authority against criteria specified for the position and only on the basis of the information contained in the candidates application form;
- Completion of an online questionnaire or any other tests or exercises deemed appropriate by the Local Authority;
- Completion of a numeracy/literacy test;
- A competitive preliminary and / or final interview, conducted by or on behalf of the Local Authority, this may include online interviews.
- The Local Authority may create a panel from which future vacancies, both temporary and permanent, at the specified grade may be filled.

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 County Council or person nominated by the County Council to interview or examine applicants, will automatically disqualify the candidate from the position being sought.

Wexford County Council will not be responsible for any expense a candidate may incur in attending for interview.

The Local Authority 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 he/she fails to take up the appointment within such period or such longer period as the Local Authority in its absolute discretion may determine, the Local Authority shall not appoint him/her.

**You will receive an acknowledgement receipt of your application by email.**

Selection shall be by means of a competition based on an interview conducted by or on behalf of the local authority.

## **12. DUTIES:**

The duties of the post include the following:

- Cleaning designated facility areas (dusting, sweeping, vacuuming, mopping, kitchen cleaning, restroom cleaning, etc)
- Emptying waste bins or similar receptacles, transporting waste material to designated collection points.
- Removing litter from outside the building when required.
- Replenishing consumable items (soap, toilet rolls, paper towels) when required.
- Following all Health & Safety Regulations, including removing slip and trip hazards.
- Such other duties as may be assigned from time to time .

## **13. RETIREMENT/SUPERANNUATION:**

### **Single Public Service Pension Scheme**

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.

All new entrants to pensionable public service employment on or after 1 January 2013 are, in general, members of the Single Scheme.

Pension Age : Minimum pension age of 66 years (rising to 67 and 68 in line with State Pension age changes). Scheme Members must retire at the age of 70 years.

New entrants to the public service appointed on or after 1<sup>st</sup> April, 2004.

Retirement Age will be determined by the terms of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004. The Act introduces new retirement provisions for new entrants to the public service appointed on or after 1<sup>st</sup> April, 2004. For new entrants there is no compulsory retirement age and 65 is the earliest age at which retirement benefits can be paid.

In all other cases, 60 years is the minimum retirement age, with 70 years being the maximum retirement age.

#### **14. PERIOD OF ACCEPTANCE OF OFFER**

The local authority 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 he or she fails to take up the appointment within such period, or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint the person.

**WEXFORD COUNTY COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER**