

**Wexford County Council**

**Post of Burial Ground Caretaker /Registrar**

**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, Training, 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 (in this regard candidates will be required to undergo a basic numeric literacy test) **and**
- (ii) Applicants must possess adequate ability to enable him/her to discharge efficiently the duties of the employment.

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**Particulars Of Employment**

1. Temporary or permanent vacancies may be filled from any panels formed.

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 dependant or qualified children).

All persons who become pensionable employees of a Local Authority will be required in respect of the Local Government (Spouses and Childrens 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 dependant 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 as follows :

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**

**€5,509 (Annual Fixed Allowance)**

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

4. Working hours will be flexible and will average 10 hours per week, to suit requirements of the post.
5. The employment will be subject to the provisions of such regulations as may be made from time to time by the Minister for the Housing, Planning & Local Government.
6. This employment will be subject to the Minimum Notice and Terms of Employment Act, 1973 – 1991.
7. **Recruitment:**
  - (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the Local Authority,
  - (ii) A local authority may decide, by reason of the number of persons seeking admission to a competition, to carry out a short-listing procedure. The number of persons to be invited to interview shall be determined by the local authority from time to time having regard to the likely number of vacancies to be filled.
  - (iii) A Panel may be formed on the basis of the interviews. Candidates whose names are on a panel and who satisfy the local authority 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. The life of the panel will not be more than one year reckoned from the date of the formation of the panel unless extended.
  - (iv) The County Council will not be responsible for any expenses a candidate may incur in attending for interview.
8. 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.
9. The person appointed will use new technology, as required.
10. The person appointed shall undergo such training as may be decided by the Local Authority from time to time.
11. Candidates may be required to attend for interview, but the County Council will not be responsible for any expenses a candidate may incur thereby.

## **12. Duties**

The duties of the post include the following:

- To take charge of and be responsible for the general care and maintenance of the Burial Ground.
- To ensure that the Regulation of Burial Grounds and the directions of the Council are fully observed and to report any breaches
- To keep the Burial Ground at all times neat, tidy, clean and in proper order. To ensure that all paths are neat and free of weeds and properly edged and (where so instructed by the Council) gravelled and to ensure that no weeds, grass etc. grow between grave plots.
- To keep the grass of the Burial Ground cut and to remove said cut grass in order to maintain the good appearance of the Burial Ground.
- To carry out any maintenance and any minor repairs required to maintain the overall appearance of the burial ground.
- To keep the gates of the Burial Ground closed when not required to be open in connection with a burial or other proper purpose and to retain the key in his/her possession.
- To report promptly any incidents or accidents to the Local Authority.
- To be able to indicate by reference to the Official Map of the Burial Ground the location of a plot whenever required for a proposed burial or other proper purpose. To assist the Registrar in maintaining the Official Map up to date and in any other matter as may arise.
- To keep all books and documentation relating to the Burial Ground in a safe and proper manner on behalf of the Council and to present same as required by the Council and to return all such items when requested by the Council.
- Such other duties as may be assigned from time to time.

Selection shall be by means of a competition based on an interview, and a basic numeracy/literacy test, conducted by or on behalf of the local authority.

**As applicants may be shortlisted on the basis of information supplied in application forms you should ensure that information given is sufficiently comprehensive.**

**Closing date for receipt of completed application forms for the post is 5.00 p.m. on THURSDAY 29<sup>th</sup> November 2018.**

