



Wexford County Council

Post of Bunclody 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. This post is non pensionable.

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

€7,102 (Annual Fixed Allowance) - paid on a fortnightly basis.

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

4. Working hours will be flexible to suit the 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:

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 5.00 pm Thursday 23rd January 2020.**

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,
- The Local Authority may create a panel from which future vacancies 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, and a basic numeracy/literacy test, conducted by or on behalf of the local authority.

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. **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 maintained to ensure that no weeds, grass etc. grow between grave plots and promote greater accessibility to all users thereon.
- 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 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.
- Keep the Register of Burials and Register of Purchases of Grave Spaces up to date and in accordance with the Burial Ground Bye-Laws of Wexford County Council for the management of all open burial grounds within the jurisdiction of Wexford County Council.
- To accurately keep up to date the records showing the ownership of each grave space and the remaining available accommodation within each and the number of plots remaining unsold in the Burial Ground.
- Collect fees duly set by the Council and chargeable for plots; to issue a receipt in the proper form for each fee received and to lodge any monies received on behalf of the Council to the Councils Bank Account.

- To assist with all queries reasonably made concerning burials having taken place in the Burial Ground and other queries concerning the operations of same and to permit inspection by any person of said registers and maps.
- Such other duties as may be assigned from time to time and in particular the duties as stated on the Duties of Caretakers and Duties of Registrars of Burial Grounds in the County Health District of County Wexford.

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.

12. 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