

# **Candidates Information Booklet**

## **Part-Time Cleaner**

(This competition is to create a panel from which future temporary and permanent vacancies may be filled for the cleaning of our public offices, libraries and other buildings throughout the County)

**Closing Date:  
5.00 pm on Thursday, 8<sup>th</sup> May, 2025**

**Wexford County Council is committed to a policy of equal opportunity**

This competition is being managed by:

*Recruitment Desk  
HR Section  
Wexford County Council  
053 919 6000  
E: [recruitment@wexfordcoco.ie](mailto:recruitment@wexfordcoco.ie)*

## **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.

### **4. 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.

## **PERSON PROFILE**

### **DUTIES:**

The duties of the post are to give to the local authority.

- (a) such other local authorities or bodies for which the Chief Executive, for the purposes of the City and County Management Acts, is Chief Executive, and
- (b) to any other local authority or body with which an agreement has been made by the local authority or by any of the authorities or bodies mentioned in sub-paragraph (a) of this paragraph,

under the direction and supervision of the appropriate Director of Services or any other officer designated by him/her, such services as may be required by any local authority or body herein before mentioned in the exercise and performance of any of its powers, functions and duties.

The holder of the post will perform duties as may be assigned from time to time, on a county-wide remit, to ensure Wexford County Council comply with all statutory obligations and regulations.

The duties of the post will include, but are not limited to, 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 .

## 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:**

Where a person who is not already a permanent employee of Wexford County Council is appointed, the following provisions shall apply: -

- (a) there shall be a period after such appointment takes effect during which such person shall hold such employment on probation;
- (b) such period shall be 6 months, 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 €15.71 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.

Four completed application forms (Original form plus 3 copies) must be forwarded to The Human Resources Officer, Wexford County Council, Carricklawn, Wexford, no later than the closing date and time of: **5.00 pm on Thursday, 8<sup>th</sup> May, 2025.**

Please do not include a CV, additional information may be submitted on a separate sheet if necessary. Do not forward any certificates or references with this form, unless requested to do so.

Application forms received after closing time and date will not be considered.  
Application forms must be fully complete as possible.

**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 of your application. Should you not receive an acknowledgement, please email [recruitment@wexfordcoco.ie](mailto:recruitment@wexfordcoco.ie).**

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

## **11. 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.

## **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.

## **13. RESIDENCE:**

The holder of the post shall reside in the district in which his or her duties are to be performed, or within a reasonable distance thereof.

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

### **Additional Relevant Information**

- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the council, or who does 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.
- An invitation to attend for interview is not regarded as an admission that you possess the prescribed qualifications and/or requirements for this post. Documentary proof will be required before appointment where you claim credit for particular qualification, experience, etc.
- Information provided by the candidate in the application form will be used for the purpose of this competition only. By applying for the post, the applicant is consenting to their information being used for this purpose.
- **General Data Protection regulation (GDPR)**  
The General Data Protection Regulation (GDPR) came into force on the 25<sup>th</sup> May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When you submit an application for a competition, we create a computer record in your name. Information submitted as part of your application is used in processing your application. where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.
- **Former Public Service Employees**  
Candidates should note that anyone who has taken part in public service early retirement schemes set out below is not eligible to take part in this competition.

### **Incentivised Scheme for Early Retirement (ISER)**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in the Department of Finance Circular 12/09 that retirees, under that scheme, are debarred from applying for another position in the same employment in the same sector. Therefore, such retirees may not apply for this position.

### **Department of Health and Children Circular (7/2010)**

The Department of Health Circular 7/2010, dated 1<sup>st</sup> November 2010 introduces a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds.

The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

### **Collective Agreement: Redundancy Payments to Public Servants**

The Department of Public Expenditure and Reform letter dated 28<sup>th</sup> June 2012 to Personnel Officers introduces, with effect from 1<sup>st</sup> June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public services by any public service body (as defined by the Financial Emergency Measures in the Public Interest Act 2009-2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

- **Declaration**

Applicants will be required to declare whether they have previously availed of a public service scheme of early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.