



Candidate Information Booklet

Panels for the post of Temporary Relief/Substitute School Warden (Part Time) **Carlow Town, Bagenalstown, Ballon, Hacketstown & Tullow**

Closing Date: 12 noon on Friday 30th October 2026.

FOUR APPLICATION FORMS (one original completed signed copy and three full copies of the original) SHOULD BE RETURNED TO:

ADMINISTRATIVE OFFICER
HUMAN RESOURCES SECTION
CARLOW COUNTY COUNCIL
ATHY ROAD
CARLOW
R93 E7R7

CANDIDATES WHO SEND THEIR APPLICATIONS BY POST SHOULD ALLOW SUFFICIENT TIME TO ENSURE DELIVERY NOT LATER THAN THE LATEST TIME FOR ACCEPTANCE.

PLEASE NOTE THE FOLLOWING INSTRUCTIONS:

- A Curriculum Vitae or applications by email or fax will **NOT** be accepted
- All applications forms **MUST be fully completed** before signing the form.
- Carlow County Council is **not** responsible for any expenses which may be incurred by the candidate in attendance for aptitude test or interview.
- Applications received after the closing date and time specified will **not** be accepted.
- Applications received that do not comply with the requirements set out in the booklet, i.e., one original fully completed signed copy and 3 copies of the application form, educational certificates where required, will **not** be accepted.
- Carlow County Council may decide, by reason of the number of persons seeking admission to the competition, to carry out a shortlisting procedure. Shortlisting will be based on qualifications, relevant experience and information submitted on the application form. The number of persons to be invited for interview shall be determined by Carlow County Council.

PARTICULARS OF OFFICE

1. The Post:

The post is temporary part-time to cover vacancies due the absence of the permanent School Wardens on statutory leave/annual leave/sick leave etc. Panels will be formed for an initial period of one year and this may be extended for a further year at the discretion of the Chief Executive. Panels may be used to fill temporary positions that may arise for its duration. Vacancies will be offered in order of merit as per the panels.

2. Duties:

You shall perform such duties as may from time to time be assigned to you in relation to your employment and as may be appropriate to any particular function of any local authority for which the Chief Executive is responsible and carry out such instructions as may be given in relation to the performance of your duties. You shall, if required, act for an employee of a higher level. You may be required to work outside your normal job description from time to time.

Though the duties of a Warden may be described in a general way as being the supervision of children using road crossings at or near schools, the duties may be specified in greater detail as follows: -

- (a) The stewarding of school children in preparation for road crossing
- (b) The control and direction of the children
- (c) The use of Sign in the stopping of traffic
- (d) Supervision of the children crossing the road
- (e) The reporting of matters connected with duties

Further details are outlined in Appendix 1 attached to this document.

3.. Residence:

The holder of the post shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof as determined by Carlow County Council.

4. References:

Each candidate may be required to submit as references, the names and addresses of two responsible persons to whom he/she is well known but not related, at least one of whom must be a former/current employer. Candidates may be required to submit documentary evidence to the local authority in support of their application.

5. Vetting:

Garda vetting is required for certain roles within Carlow County Council. Failure to complete a Garda Vetting Form on request may prevent your employment with Carlow County Council. In the event of an unsatisfactory Garda declaration being received Carlow County Council reserves the right not to commence employment.

In the event of an existing employee changing role as a result of promotion or otherwise to a role that requires Garda Vetting and an unsatisfactory disclosure being returned, Carlow County Council reserves the right to withhold promotion, and also to investigate if further sanction/disciplinary action is warranted on foot of disclosure on a case-by-case basis.

6. Probation:

Where a person who is not already a permanent/temporary employee of a Local Authority is employed, the following provisions shall apply:

- (a) there shall be a period after such employment takes effect during which such person shall hold such position on probation;
- (b) such period shall be one year, but the Chief Executive may at his or her discretion extend such period;
- (c) such person will cease to hold such position 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.
- (d) the period at (a) above may be terminated on giving one weeks' notice as per the Minimum Notice and Terms of Employment Acts;
- (e) there may be assessment(s) during the probationary period.

7. Work Base:

Carlow County Council reserves the right to assign you to any department or premises in use by the Council, now or in the future. Changes in location of employment will not result in payment of disturbance money or other compensation. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

8. Working Hours:

The current working hours for permanent part school wardens provide for a five day, fifteen hour rostered week with general hours of attendance as follows:

- **8:30 am to 9:30 am**
- **12:20 pm to 13:20 pm**
- **14:30 pm to 15:30 pm**

Variations may apply dependent on which school is assigned and it shall be the responsibility of the School Warden to be and to remain on duty each day for such hours as are necessary to protect children proceeding to and from school via the School Warden's duty point.

The employment will be suspended during periods of closure of the particular school or schools for holidays at Christmas and Easter and Summer and during other such periods as may be determined by the County Council.

Carlow County Council reserves the right to vary the hours/days worked at any time. The provisions of Carlow County Council's Time and Attendance Policy is applicable to this grade.

9. Salary:

The salary shall be fully inclusive and shall be as determined from time to time. Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circulars. Starting pay for new entrants will be at the minimum of the scale.

The rate of pay will be 15/39ths of the maximum of the General Operative wage scale i.e., €301.00 per week (€782.62/39*15) - Circular Letter E.L. 04/2026 refers) – pro rata based on attendance as required.

10. Annual Leave:

The current annual leave entitlement for permanent part time School Wardens is 52.5 hours per annum – pro rata based on attendance requirements. Granting of annual leave, payment for annual leave and arrangement for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997 (as amended)

11. Health & Safety:

The holder of the post shall co-operate with the terms of Carlow County Council's Safety Statement and Major Emergency Plan. It is a condition of employment that the successful candidate will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post. He/She shall familiarise him/herself with the safety rules and procedures and make proper use of all safety, clothing and equipment. Failure to comply with the terms of the Safety Statement may result in a disciplinary action.

12. Training:

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post and to attend all mandatory training.

13. Data Protection:

Basis for Processing your Personal Information

The basis for processing your personal data is to progress your application for the position you have applied for with Carlow County Council under the Terms of the Employment (Information) Act 1994 and Human Resources policies and procedures. Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile phone number, particulars of education, details regarding your record of employment and confirmation if you require an employment permit / visa / or work authorisation.

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, with a designated shortlisting 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.

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. Applications that 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 Carlow County Council will not be able to progress your application form for the competition. When your application is received, Carlow County Council creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003 and will be destroyed following the expiry of any panel put in place in respect of this competition.

RECRUITMENT PROCESS

Competitive Interview

Selection of candidates for appointment shall be by means of a competitive interview. The Council is committed to a process of selection on merit, based on fair and open competition. The criteria for judging suitability and ranking will be related directly to the attributes and skills required to undertake the duties and responsibilities to the standard required in the post.

Panels

Following completion of interviews, a panel may be formed, the duration of which is at the discretion of the Council. While a panel remains in force, offers of temporary employment may be made subject to confirmation of qualifications and satisfying clauses in relation to health, character or other requirements of the particular post.

Documentary Evidence:

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that Carlow County Council is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet the essential entry requirement but nevertheless attend for interview you will be putting yourself to unnecessary expense. Prior to recommending any candidate for appointment to this position Carlow County Council will make all such enquiries that are deemed necessary to determine the suitability of the candidate.

Canvassing

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

Carlow County Council is an Equal Opportunities Employer

SCHOOL WARDENS - DUTIES, RESPONSIBILITIES & INSTRUCTIONS

Though the duties of a Warden may be described in a general way as being the supervision of children using road crossings at or near schools, the duties may be specified in greater detail as follows: -

- (f) The stewarding of school children in preparation for road crossing
- (g) The control and direction of the children
- (h) The use of Sign in the stopping of traffic
- (i) Supervision of the children crossing the road
- (j) The reporting of matters connected with duties

The comments in the following paragraphs are made to explain the duties more fully.

The stewarding of children before crossing

Frequent hold-ups of traffic are to be avoided. The Warden should guide suitable groups of children, then supervise the crossing by not holding up the traffic for an unreasonable length of time.

Control and direction of children

1. The Warden has an opportunity to teach safety precautions and road sense and should take advantage of this opportunity to emphasise the importance of care when crossing roads.
2. A careless Warden can undo hours of sound teaching by not setting a good example himself/herself. His/her directions to the children must quite clearly indicate what they have to do and the success of the scheme will depend upon the ability of the Warden to control children and make them obey his/her instructions.

The stopping of traffic.

1. All Wardens must carefully observe that they are legally entitled to stop traffic only when wearing uniform as issued and, using the authorised "STOP" sign
2. If he/she does so otherwise than in uniform or when not using the Sign, he/she has no force of law behind him. A serious view will be taken of reports of negligence of duty in these respects.
3. Notwithstanding a Wardens right to stop traffic, it is preferable that children should cross during gaps in the traffic. If it should be necessary, the stopping of traffic must be exercised with care. Roads made slippery by rain or snow will considerably increase the distance necessary to bring a vehicle to a standstill. Wardens must give drivers ample time to stop.
4. Drivers of all vehicles are required by law to stop when the authorised "Stop" sign is displayed, provided the sign has been erected giving sufficient time to motorists to stop and failure to do so renders the driver liable to prosecution.
5. Wardens should take up a position with their sign at the side of the road from which the children will cross and should see that the children assemble at this point and wait at the kerb for directions before they attempt to cross. Care must be taken when in this position that the sign be held "sideways" on, i.e. not facing the traffic, in order that drivers may not be confused.

6. The Warden should wait for a suitable gap in the traffic flow and then take up a position in the centre of the road, holding the Sign squarely to face approaching traffic in such a way that it can easily be seen by drivers. When the traffic has come to a standstill, and not before, the children should be instructed to cross.
7. The Warden should never take children completely across the carriageway, for he might find himself/herself separated by moving traffic from a second batch of children waiting to cross.
8. Where the carriageway is divided by refuges, the crossing should be made in two stages, the children being halted safely at the island before the Warden moves with his/her sign into the other half of the road.
9. Signs must be kept in a clean and serviceable condition and any damage or defect must be reported immediately to the General Services Supervisor, who will inform the Road Safety Officer.
10. In some cases, Wardens are sited on pedestrian crossings and the same care and procedure described above must be carried out by the Wardens.
11. At junctions controlled by traffic light signals, Wardens are to confine themselves to supervising the children on the footway and guiding the children crossing when the signals are red to the traffic on the road concerned. At the same time all possible care should be taken with regard to traffic turning on green lights from another road onto the road where the crossing is made.

Supervision of the Crossing.

The Warden should ensure that all children cross with reasonable despatch (not running or dawdling). Before the crossing commences, the Warden should set an example by carrying out the proper procedure himself/herself prior to stepping into the roadway when all is clear.

The Reporting of Incidents:

1. The circumstances of any complaint concerning the conduct of the driver of a vehicle should be reported to a Garda as soon as practicable. The Warden himself/herself should not take on the duties of a Garda by investigating the incident and interrogating the driver concerned but should note (and record) the index mark and registration number of the vehicle concerned and give this information to the Garda when the complaint is being made. The Garda will do all that is necessary from that stage.
2. The work of the Warden may sometimes irritate motorists who have to stop and are delayed, but it is hoped that with a spirit of tolerance and good humour on the part of the Warden and of the drivers of vehicles, any fraying of tempers could be overcome. A courteous approach and explanation on both sides will often smooth out any little difference or misunderstanding that has arisen and both the Warden and drivers of vehicles must appreciate that the primary intention is to safeguard the children who are crossing the road.

Accidents:

1. If an accident occurs at or near a crossing whilst children are under supervision of a Warden, his/her first duty is to ensure the safety of the children under his/her charge. Thereafter he/she should see that the Gardai and Road Safety Officer are informed as soon as possible and should render such first aid as he is able to give. The Warden should arrange for help to be summoned but take care of other children who wish to cross the road.
2. Should an accident occur to a School Warden on duty or to a child while under supervision of a Warden, a report must be submitted to the Road Safety Officer, and the local Gardai without delay. The Warden should, whenever possible, record in his/her notebook particulars of the vehicle concerned and the names and addresses of witnesses for the information of the Gardai who will enquire into the accident.
3. Vehicle drivers who may park their vehicles near the crossing and aggravate any danger which may be present, should be approached by the Warden and courteously requested to move the vehicle from the crossing to a safe distance.