

Assistant Porter Initial Assignment: Rathmines CFE (Permanent Post) Ref: APRCFE24

City of Dublin Education and Training Board (City of Dublin ETB) was established on 1st July 2013 under the Education and Training Boards Act, 2013. City of Dublin ETB has 3,000 employees and an annual budget of €580m. It is the state education and training authority for Dublin city and serves the area covered by Dublin City Council. This provision is delivered to over 48,000 learners (20,000 full-time and 28,000 part-time) and is supported by a range of services including a psychological service, a curriculum development unit, a buildings maintenance unit and Head Office staff in Ballsbridge. It also has statutory responsibility for supporting the provision, coordination, administration and assessment of youth work services in Dublin city and is the lead partner for Music Generation Dublin City. City of Dublin ETB is also responsible for the national awarding authority for student grants in Ireland, Student Universal Support Ireland (SUSI).

Proposed Timeframe	Shortlisting will take place week beginning: 8 th April 2024. Interviews will be held on: 15 th April 2024. <i>*All dates are subject to change and are for guidance only</i>
Location of Position	The position will be based initially in Rathmines CFE, Town Hall, 200 Rathmines Road Lower, Rathmines, Dublin 6, D06 A215.
Salary	Will be paid at the successful candidates' current point of the General Operative Salary Scale plus an Assistant Porter Allowance of €1,643.67 p.a. / €31.97p.w.
Annual Leave	Annual leave is calculated in accordance with the Organisation of Working Time Act, 1997. Annual leave is exclusive of the usual public holidays and requests for leave must be approved in advance by your supervisor. You are obliged to take a minimum of 22 days leave in the annual leave year.
Hours	40 hours per week (including 20 hours cleaning).
Summary of Position	City of Dublin ETB provides a broad and comprehensive range of high-quality educational services in our schools, colleges and centres. Our maintenance staff play a key role within the organisations support structure working with school, college and centre management to maintain the highest standards of cleaning, upkeep and stewarding to assist in the running of the scheme. This post will include 20 hours cleaning per week.
Essential Requirements	<ul style="list-style-type: none"> • Must be currently employed by City of Dublin ETB in a maintenance staff capacity. • One year's satisfactory service in a permanent or temporary / fixed term capacity on Tuesday 9th April 2024.
Duties and Responsibilities	The duties and responsibilities include but are not limited to the following: <ul style="list-style-type: none"> • To assist in the general security and safety of the premises, its contents and grounds including gardening and grass cutting. • To assist in the general care and maintenance of the buildings and grounds. • To be responsible for and supervise such staff and areas of work as may be assigned. • Opening and closing the centre. To control the entry and exit of persons, including students to and from premises and to prevent loitering in the entrance hall, corridors, etc. • Staffing information desk (phone calls etc.).

	<ul style="list-style-type: none"> • To keep in safe custody all keys entrusted and see that no unauthorised person has access to any part of the premises. • Controlling heat and water supplies. • Securing the building, operating and maintain the security alarm. • To assist in the deliveries of all materials and equipment received and to record the receipt of such deliveries in the book assigned for the purpose. • Ensuring that no unauthorised person is on the premises when the centre is being closed. • Operating and maintaining security alarm system. • Cleaning, washing and dusting of all operational areas within the centre including toilets, offices, corridors, stairs, windows/glass and external areas including gardens. Operating all necessary machinery appropriate. • Gardening and Grass Cutting. • Removing rubbish and waste materials and the safe storing of same pending removal from the premises. • Removing furniture, equipment and materials as directed. • It may be necessary to work designated late evenings per week. • Performing such other duties of a similar nature as may be instructed from time to time by the Chief Executive, Principal, Head of Centre or any other authorised officer.
Terms & Conditions of Appointment	<ul style="list-style-type: none"> • The appointment will be subject to the sanction of the Chief Executive. • The appointment will be subject to a probationary period, details of which will be stipulated in the contract of employment. • Any offer will be subject to the receipt of two satisfactory references. • Appointment is to the organisation as a whole and will be initially assigned to a college or centre but may be transferred to another centre to meet the needs of the scheme. • External work may not be undertaken without the prior consent of City of Dublin ETB. • The appointment will be terminated by one month's notice in writing on either side. • Persons appointed will be required to contribute to the Single Public Service Pension Superannuation Scheme. • For the purposes of satisfying the health requirements it will be necessary for the successful candidate, before they are appointed, to undergo at City of Dublin ETB's expense, a medical examination by a qualified practitioner nominated by City of Dublin ETB.
Sick Leave and Special Leave	<p>Sick leave and special leave may be allowed in accordance with the conditions in force for the time being for staff employed under the Schemes of Education and Training Boards.</p>
Citizenship Requirements	<p>Candidates should note that eligibility to compete for posts is open to citizens of the European Economic Area (EEA) or to non-EEA nationals with a valid work permit. The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss citizens under EU agreement may also apply. Please visit the link below for updates to these requirements: Coming to Work in Ireland - Workplace Relations Commission</p>
Termination	<p>The appointment will be terminated by one month's notice in writing on either side.</p>
Garda Vetting	<p>City of Dublin ETB is registered with the National Vetting Unit (NVU) which provides a disclosure service for organisations who have staff positions which may involve regular unsupervised access to children and vulnerable adults. As part of the organisations recruitment and selection process, offers of employment will be subject to NVU disclosures, where applicable.</p> <p>City of Dublin ETB reserves the right to re-vet all staff employed in positions that entail working with children and vulnerable adults at any time during their employment.</p>

<p>Superannuation & Retirement</p>	<p>The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme (“Single Scheme”). Full details of the Scheme are at: www.singlepensionscheme.gov.ie</p> <p>Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.</p> <p>Key provisions attaching to membership of the Single Scheme are as follows:</p> <ul style="list-style-type: none"> • Pensionable Age: The minimum age at which pension is payable is 66 (retirement age is linked to state pension age). • Retirement Age: Scheme members must retire on reaching the age of 70. • Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI). • Post retirement pension increases are linked to CPI.
<p>Pension Abatement</p>	<p>If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.</p> <p>However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however, be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.</p>
<p>Department of Education Early Retirement Scheme for Teachers Circular 102/2007</p>	<p>The Department of Education introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).</p>
<p>Exclusions</p>	<p>Candidates should note that persons who have taken part in public service early retirement schemes including the following are not eligible to take part in this competition:</p> <p>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 or the same sector. Therefore, such retirees may not apply for this position.</p>

	Department of Health and Children Circular (7/2010): The Department of Health Circular 7/2010 dated 1 November 2010 introduced 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 a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. Persons who availed of either of these schemes are not eligible to take part in this competition.
Ill-Health-Retirement	Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.
Declaration	Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement, including schemes not specifically mentioned above. 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.
Pension Accrual	A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.
Additional Superannuation Contribution	This appointment is subject to ASC (Additional Superannuation Contribution) in accordance with the Public Service Pay and Pensions Act 2017.
Declaration	Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement, including schemes not specifically mentioned above. 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.

Notes:

- Please note that it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when submitting applications are not the responsibility of the City of Dublin ETB. Therefore, candidates are strongly advised to submit applications well before the 12 noon deadline on the specified closing date.
- Your application will be assessed on the information you submit.
- City of Dublin ETB may contact the named referees and/or employers for a reference should you be called to interview.
- Selection will be by way of a competitive interview which will focus on the key skills and duties of the role and the competencies associated with roles at this level.

It is important to note that applicants must create a profile in order to apply for positions via our online system, which can be done through the link on the website / application platform.

Latest date for receipt of online applications is:

12 noon on Tuesday 9th April 2024

Late applications will not be accepted. Shortlisting may take place.

Canvassing will disqualify. City of Dublin Education and Training Board is an equal opportunities employer.