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**Job Specification and Terms and Conditions**

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| **Job Title and Grade**  **Reference** | **Temporary Hospital Attendant**  **17HASLGH0311** |
| **Closing Date** | Friday 3rd November 2017 at 2.00 p.m.  *Applications received after 2 pm will not be accepted.* |
| **Location of Post** | St. Lukes General Hospital, Kilkenny |
| **Organisational Area** | Ireland East Hospital Group |
| **Reporting Relationship** | Hospital Attendant, **(Cleaner/Domestic)** - Reporting relationship to Housekeeping Supervisor/other nominated manager. |
| **Purpose of the Post** | The Hospital Attendants role work as part of a multidisciplinary team to assist in the provision of health and social care for clients/residents. As directed, these roles support the provision of a high quality, customer focused service or general duties as assigned. |
| **Principal Duties and Responsibilities** | One or more of the following duties may be assigned to the employee and may be in any department of the service:  ***Housekeeping Duties, (Cleaner/Domestic)***   * Housekeeping staff are responsible 24/7 for all cleaning within St. Lukes General Hospital, Kilkenny. * Floors: Vacuum, wash, buff daily. Scrub or spot clean as necessary (move out all lockers etc to facilitate cleaning of floor behind and underneath. * Furniture, Fixtures & Fittings: Damp dust daily, including telephones, computers, printers etc. * Bathrooms, Showers & Toilet Areas: Floor area washed daily, bath, toilet, sink, shower & urinals are cleaned daily with recommended cleaner. All surfaces are damp dusted. Dispose of toilet brush and holders as required. * Beds: Damp dust daily top and bottom frames, wash complete bed. * Bed tables & lockers: Damp dust daily and clean complete item on discharge of patient. * Walls: Damp dust and wash periodically. * Isolation Rooms: Clean as per Isolation Policy daily and on discharge of patients. * Cleaners Room & Equipment: Kept clean and tidy at all times, equipment to be kept clean and in good working order, any faults reported to Supervisor immediately. * Successful Candidates will be required to work different shifts i.e. Evening times and Night Duty * Any other duties which may be assigned from time to time by the Housekeeping Supervisor or any other Officer authorised by her. Any other duties as deemed appropriate to this grade. Relevant training in skills required to carry out necessary functions will be given as deemed appropriate by Hospital management. * Follow the Hospital guidelines in relation to the wearing of appropriate uniform. Always present at work at either Unit or department level in a clean, tidy manner having regard to the highest standard of attire and personal hygiene.   ***The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.*** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | *Each candidate must on the latest date for receipt of completed application form to this office:*  Good Standard of Education  ***Age***  Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age.  ***Health***  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  ***Character***  Each candidate for and any person holding the office must be of good character. |
| **Skills, competencies and/or knowledge** | **Knowledge:**   * Demonstrate knowledge of the service. * Demonstrate knowledge of Health & Safety. * Demonstrate knowledge of infection control policies and guidelines * Demonstrate knowledge / awareness of HACCP   ***Strong communication & interpersonal skills***  ***Ability to work on own initiative and as part of a team***  ***Planning & organisational skills*** |
| **Shortlisting** | Applicants may be shortlisted for interview based on information supplied in the application form at the closing date based on previous experience in the relevant area. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commissioners for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Codes also specifies the responsibilities placed on candidates, feedback facilitates for applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, information for candidates. ”  Codes of practice are published by the CPSA and are available on [www.careersinhealthcare.ie](http://www.careersinhealthcare.ie) in the document posted with each vacancy entitled “Code of Practice, information for candidates or on [www.cpsa-online.ie](http://www.cpsa-online.ie) |



**Terms and Conditions of Employment**

**Temporary Hospital Attendant**

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| **Tenure** | Appointment will be on a full time & part time temporary basis and pensionable.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004. |
| **Remuneration** | The Salary scale for the post is: €26,001 x 8 annual increments to €31,830 (Household). |
| **Working Week** | The standard working week applying to the post is 39 hours a week. |
| **Annual Leave** | 23 days per completed year of service |
| **Superannuation** | All pensionable staff become members of the pension scheme. |
| **Probation** | Every appointment of a person who is not already an employee of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |