

General Operative

Job Specification & Terms and Conditions

Job Title and Grade	General Operative
Closing Date	26 August 2025 @ 5pm
Location of Post	Oberstown Children Detention Campus
Contract Type	Permanent
Salary Scale	The salary for this post ranges from €38,044 to €39,245 per annum. This will be pro rata for part time positions.
Working Hours	Hours of attendance will be a maximum of 30 hours per week excluding overtime if/when required and employee rosters are based on five out of seven days working. The successful candidate will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations.
Annual Leave	23 days annual leave pro rata for part time contracts.
Reporting Relationship	The person appointed to this position will be advised of reporting relationship on appointment.
Purpose of the Post	The General Operatives primary purpose is to ensure that the buildings are maintained in such a way that the highest possible standards of cleanliness and tidiness are evident at all times.

Principal Duties and Responsibilities

The post holder will be responsible for supporting the operational needs of the campus by ensuring that all designated areas are maintained to the highest standards of cleanliness, hygiene, safety, and security. Duties include, but are not limited to, the following:

- Work collaboratively with all staff, demonstrating a good spirit of cooperation, respect, and professional conduct at all times.
- Maintain punctuality and consistent attendance, recognising the importance of reliability in a secure and regulated environment.
- Adopt a flexible approach to work, responding promptly to changes in operational needs or cleaning schedules.
- Undertake all cleaning and associated duties as directed by the Household Manager or their delegate, ensuring compliance with campus cleaning procedures and COSHH regulations.
- Work alongside other campus teams (security, education, healthcare, catering, maintenance) to ensure smooth daily operations and prompt response to incidents or emergencies.
- Be prepared to work in proximity to and in collaboration with frontline staff and young people, maintaining professional boundaries and adhering to safeguarding protocols.

- Display a willingness to work overtime or additional shifts when required to meet operational demands.
- Ensure all cleaning equipment, tools, and chemicals are securely stored when not in use, in accordance with safety and security procedures.
- Follow infection prevention and control procedures, including correct handling of biohazard materials and prompt sanitisation of high-touch or contaminated areas.
- Participate in waste segregation and disposal in line with environmental and recycling policies.
- Report any maintenance issues, health and safety hazards, or security concerns immediately to the appropriate authority.
- Adhere to all relevant campus policies and procedures, including health & safety, fire safety, safeguarding, and environmental sustainability guidelines.
- Undertake training and professional development as required to maintain competence in cleaning, safety, and operational standards.
- Perform other duties commensurate with the role that may be assigned from time to time by management to meet the needs of the campus.

The above duties are not intended to be a comprehensive list of all responsibilities 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.

Confidentiality

In the course of employment, the successful candidate will have access to, or hear information concerning the medical or personal affairs of young people and/or staff, or other service business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, young people or other service business be divulged or discussed except in the performance of normal duty. In addition, physical and electronic records must never be treated in such a manner that unauthorised persons can obtain access to them and must be left in safe custody when no longer required.

Professional Knowledge & Experience

Candidates must be able to demonstrate clearly at interview that they possess the full range of competencies as set out below.

Professional Knowledge & Experience

Demonstrate:

- Experience of working in a regulated environment.
- Demonstrate good numeracy skills.
- Ability to work in a systemic and process driven environment.

Communications & Interpersonal Skills

Demonstrate:

- Good communication and interpersonal skills including the ability to present information in a clear and concise manner.
- Ability to adapt communication style as required.
- Clear and respectful verbal communication skills for liaising with staff, supervisors and other stakeholders
- Ability to follow written instructions, schedules and H&S notices accurately

Problem Solving & Decision Making

Demonstrate:

- Flexibility and initiative in prioritising cleaning tasks in response to operational changes(e.g incidents, emergencies)
- Recognition of when to escalate issues (e.g security, H&S breaches) to management
- Ability to quickly assess and resolve minor issues such as spillages, contamination risks or equipment faults.

Team Working

Demonstrate:

- The ability to work as part of a team and to establish a good working relationship with a wide range of internal and external stakeholders.
- The ability to work independently on own initiative and as part of a team.
- The capacity for management responsibility and initiative.

Drive and Commitment

Demonstrate:

- Great attention to detail and high levels of accuracy.
- A commitment to maintaining high work standards.

Eligibility Criteria Qualifications and/ or Experience

Applicants must by the closing date have the following:

- At least one years' experience in a similar role **(desirable)**.
- Leaving Certificate or equivalent **(essential)**.
- Have a good knowledge of the services provided by Oberstown Children Detention Campus.
- Have ability to work within a team and an ability to motivate and encourage team members to achieve maximum performance.
- Possess excellent communication skills, both written and verbal communication.
- Have a willingness to learn and aptitude to use all new technology and information systems and have a natural aptitude for the use of the equipment.
- Must possess appropriate computer skills, e.g. proficiency in Word, Excel, e-mail etc.

Application and Selection Process

For any queries or more information on this role please contact the HR department at recruitmentmail@oberstown.com or call 01 852 6407.

How to Apply

Applications must be made by submitting the following documents:

- A **short cover letter** outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position.
- A comprehensive **CV**, which must include an outline of your education to date (including level on NFQ) and months of work experience to date.
- As part of your application, you are required to clearly indicate the following in your CV or Cover Letter:
- Confirmation of whether you hold a current, full, clean driving licence.
- Disclosure of any criminal convictions, where applicable.

In order to apply for the post of **General Operative**, please forward the above requested information via email to recruitmentmail@oberstown.com before **Tuesday 26 August 2025 @ 5pm**.

Only fully submitted applications will be accepted into the campaign. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that Oberstown is satisfied that such a person fulfils the essential requirements.

Incomplete or late applications will not be accepted.

The Selection Process may include:

- shortlisting of candidates, on the basis of the information contained in their application.
- a competitive preliminary interview.
- completion of an online questionnaire(s).
- a competitive interview

Please Note

We endeavour to give as much notice as possible for interview dates etc.; candidates should make themselves available on the date(s) specified by Oberstown Children Detention Campus.

Other important information

Oberstown will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Oberstown and/or employing authority is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position, Oberstown will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should a person recommended for appointment decline, or having accepted it, relinquish it, Oberstown may at its discretion, select and recommend other persons for appointment on the results of this selection process.

Candidates should make themselves available on the date(s) specified by Oberstown.

Successful candidates may be placed on a panel from which future vacancies may be filled. This panel will initially be for a 12-month period with the possibility of an extension by a further 12 months.

Confidentiality

Subject to the provisions of the Freedom of Information Acts 1997 and 2013, applications will be treated in strict confidence.

All enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those who are directly involved in the selection process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by Oberstown, or who do not, when requested, furnish such evidence as Oberstown require in regard to any matter relevant to their candidature will have no further claim to consideration.

Candidates' Obligations

- A third party must not impersonate a candidate at any stage of the process. Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine and /or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- Where s/he has not been appointed to a post, s/he will be disqualified as a candidate; and
- Where s/he has been appointed subsequently to the recruitment process in question, s/he shall forfeit that appointment.

Health

A candidate must be fully competent and capable of undertaking the duties attached to the position and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service, which will include sporting and leisure activities as well as an ability to be fully involved in physical restraints where necessary (training will be provided).

Character

Each candidate must be of good character.

Age

Candidates should be aware that a maximum recruitment age will apply to this competition. Candidates must not yet be 67 years of age on the closing date and time for the competition.

Other requirements of the role

Driving Licence

Successful candidates will be required to hold a current full clean Driving Licence – Category B, prior to commencement of employment.