



Domestic / Oibrí Tí
HSE Dublin & South East
Job Specification & Terms and Conditions

Job Title, Grade Code	Domestic / Oibrí Tí (Grade Code: 4110)
Remuneration	The salary scale for the post is 01/06/2026: €35,433 €37,294 €38,681 €39,260 €39,504 €40,081 €40,673 €41,137 €41,696 New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.
Campaign Reference	DSE552026
Closing Date	Tuesday 15th September 2026 no later than 12noon <i>We recommend that candidates submit their application a minimum of 1 hour before the closing date and time to ensure their application form has been uploaded successfully to Rezoomo. Applications will not be accepted after this date and time, no exceptions will be made.</i>
Proposed Interview Date (s)	Interviews are due to take place week commencing 28 th September 2026. Please note that this date may be subject to change.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	HSE Dublin & South East/ FSS Bhaile Átha Cliath agus an Oirdheiscirt Individual sites/ location will be indicated at expression of interest stage to panel members for each individual job. All applicants will be given the opportunity, at the time of application, to indicate an IHA preference area. • HSE Carlow Kilkenny and Tipperary South • HSE Waterford Wexford (including Dungarven) • HSE Dublin South and Wicklow Candidates successful at interview will be placed on the regional panel in order of merit. Where vacancies arise, posts will be expressed to the panel as follows: 1. <u>IHA Preference Area</u> Vacancies will initially be expressed to candidates who have selected the IHA preference area in which the vacancy arises, in order of merit. 2. <u>Regional Panel</u> Where a vacancy remains unfilled, an expression of interest will then be issued to the full regional panel, in order of merit, regardless of IHA preference A panel may be formed as a result of this campaign for Domestic for Dublin & South East from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled for the region.

Informal Enquiries	We welcome enquiries about the role. DSE Recruitment Team, Carrickmines Email: DSECampaigns@hse.ie
Reasonable Accommodations	Candidates who require a Reasonable Accommodation/s to support their participation, at any stage, in the recruitment and selection process, should email DSE Campaign Team, Carrickmines, Email: DSECampaigns@hse.ie
Details of Service	Community Healthcare Services are the broad range of services that include Primary Care, Disability Services, Older Person Services, Mental Health and Health & Wellbeing Services. These services are delivered through the HSE and its funded agencies to people in local communities, as close as possible to people's homes.
Reporting Relationship	Report to the Household Supervisor, Support Services Manager or other nominated manager.
Key Working Relationships	Primary reporting relationship will be to the Household Supervisor and in turn Support Services Manager, however there will be requirement occasionally to take direction from Nursing staff in the locations of employment to deal with specific tasks should they arise.
Purpose of the Post	To provide a high-quality hygiene service in line with Infection Control Policies that ensures the wellbeing and safety of patients, service users and staff through provision of a clean environment and the prevention of cross infection. To promote an environment that encourages safety, quality hygiene standards and prevents cross infection.
Principal Duties and Responsibilities	The following duties may be assigned to the employee and may be in any department of the hospital. Cleaning duties will include: • Full range of housekeeping, laundry duties, details of which will be advised by your line manager in order to maintain a high standard of cleanliness of wards, bathrooms, toilets, sluices, corridors, dining rooms, and any other areas to where you are assigned in line with the HIQA and Mental Health Commission regulations and standards for safer better healthcare. • Vacuum, dust, wash and polish floors, walls, windows, equipment etc. as required and to maintain general cleanliness within the departments where he/she works. • Cleaning and disinfecting of wash hand basins, toilets, showers and baths as required. • Replacing of hand towels, soaps, toilet rolls, etc as required. • Collecting of waste and removal of waste to designated holding areas. • Attend to spillages immediately to reduce the risk of accidents and report broken or faulty equipment. • Damp dusting of beds, lockers, light fittings, dust bins, soap dispensers, hand towel holders, door and window frames, window ledges, skirting boards, walls to hand level, etc on a structured basis and as required. • Cleaning and tidying of storeroom on a structured basis. • Damp dusting of curtain and bed screen rails on a structured basis. • Operate laundry equipment within the ward setting and laundry as requested. Assist with delivery/dispatch of laundry. • Ensure all cleaning materials are used economically and in line with HSE guidelines on usage and dilution. • Carry out regular cleaning of equipment and laundry. • Assist as required in any department of the Mental Health Services and ancillary buildings as may be required and carry out the duties applicable to that department. Health & Safety • Adhere to Covid 19 guidelines and attend training sessions as required.

	• In accordance with Health & Safety at work policy, it is each staff members responsibility to observe all rules relating to Health & Safety and Conduct at work. • To understand and adhere to all relevant Hospital Policies in relation to Health and Safety, Fire, Infection Control, Waste Disposal and Smoking Policy and comply with statutory obligations. • Be familiar and comply with the Hospital Policies in relation to Health and Safety, Fire, Infection Control, Waste Disposal and Smoking Policy. • Attend in-service mandatory training sessions. • Report accidents, fire, damage to equipment. • Report unsafe conditions and defective equipment to the Support Services Manager / Line Manager or Charge Nurse on the ward / unit. • When on duty, to report the presence of any unauthorised person to the nurse in charge or to the designated security officer. • Conduct his/herself in a manner that ensures safe patient / client care. Other Responsibilities: • To fulfil any other Support Staff duties as requested by the Support Services Manager / Head of Department or Director of Nursing. • Flexibility will be required in relation to areas where such flexibility is considered to be reasonable in accordance with the competence and safety of staff involved. • The appointee is expected to maintain a very good standard of personal hygiene at all times. • Hours may vary depending on location and premium payments will be made where applicable. The above Job Specification 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 them from time to time and to contribute to the development of the post while in office.
Eligibility Criteria Qualifications and/ or experience	Eligible applicants will be those who on the closing date for the competition: Candidates must on the closing date: • Have 2nd level education to Junior Certificate Level at a minimum, which includes pass in 5 subjects. OR • Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction. And • Have 1 year relevant experience in a hygiene and cleaning employment within the last 5 years in the health care sector or hospitality sector. AND • Candidates must possess the personal competence and capacity to properly discharge the duties of the role. Health Candidates 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 Candidates for and any person holding the office must be of good character.
Post Specific Requirements	• Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect

Other requirements specific to the post	• Candidates must hold a full, clean driving licence and have access to transport as travel is essential in this post as the post holder may be required to travel within the geographical area. While this requirement may not apply to all positions within the Region, candidates who do not meet this requirement may not be eligible for appointment to certain posts. • Must be available to work on a roster basis (weekends, public holidays, unsocial hours) where applicable.
Additional eligibility requirements:	Citizenship requirements Eligible candidates must be: (i) EEA, Swiss, or British citizens OR (ii) Non-European Economic Area citizens with permission to reside and work in the State Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status. To qualify candidates must be eligible by the closing date of the campaign.
Skills, competencies and/or knowledge	Candidates must demonstrate: Professional Knowledge • Demonstrate evidence of knowledge of HIQA / Mental Health Commission requirements in this role to adhere to same. • Demonstrate evidence of experience working in a healthcare sector environment Teamwork • Demonstrate ability to work as part of a multi-disciplinary team. • Demonstrate motivation and an innovative approach to job. • Demonstrate ability to present a neat and tidy appearance • Demonstrate ability to take direction to achieve positive service outcomes Communication & Interpersonal Skills • Demonstrate effective communication skills including the ability to present information in a clear and concise manner. • Demonstrate ability to communicate with colleagues in a professional and respectful manner, • Demonstrate ability to communicate with patients in a compassionate, respectful and dignified manner. • Possess a competent level of spoken and written English to compile HIQA documents Planning and Organising • Demonstrate evidence of ability to plan work effectively and efficiently, • Demonstrate flexible approach – to working hours, rostering e.g. unsocial hours / shift work, night duty, on call, attitude to work Commitment to providing a Quality Service • Demonstrate a focus on quality • Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect
Campaign Specific Selection Process	A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies

Ranking/Shortlisting / Interview	and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements. <u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u> Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.
Diversity, Equality and Inclusion	The HSE is an equal opportunities employer. Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition. For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at https://www.hse.ie/eng/staff/resources/diversity/
Code of Practice	The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process. The CPSA Code of Practice can be accessed via https://www.cpsa.ie/.
The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed. This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.	



Domestic / Oibrí Tí Terms and Conditions of Employment

Tenure	The current vacancies available are permanent/temporary and whole time. The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.
Working Week	The standard weekly working hours of attendance for your grade are 39 hours per week. Your normal weekly working hours are 39 hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent. You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars.
Annual Leave	The annual leave associated with the post will be confirmed at Contracting stage.
Superannuation	This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004.
Age	The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants. <u>* Public Servants not affected by this legislation:</u> Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age. Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.

Probation	Every appointment of a person who is not already a permanent officer 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.
Protection of Children Guidance and Legislation	The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. In the HSE, all Mandated Persons under the Children First Act 2015 are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act 1998. You should check Schedule 2 of the Children First Act 2015 to see if you are a Mandated Person, and therefore a HSE Designated Officer, and be familiar with the related roles and legal responsibilities. Visit HSE Children First for further information, guidance and resources.
Infection Control	Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
Health & Safety	It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include: • Developing a SSSS for the department/service¹, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. • Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. • Consulting and communicating with staff and safety representatives on OSH matters. • Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. • Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures². • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

¹A template SSSS and guidelines are available on [writing your site or service safety statement](#).

² Structures and processes for effective [incident management](#) and review of incidents.

	Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.
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