Job Title & Grade	General Porter
Campaign Reference #	105933
Closing Date	Sunday 15th November 2026 at 11.45pm
Duration of Post	Permanent and Specified Purpose Contract available
Advertisement Type	External
Specific T&C's of post	**7/7** 39 standard working week/ shift work required Annual Leave: 23 days per annum Remuneration is in accordance with the salary scale approved by the Department of Health: Current salary scale with effect from 1st June 2026: Grade, Code 4197, starting at Point 1 €36,407, and rising annually in increments: €38,288; €39,418; €40,192; €40,863; €41,729; €42,258; €43,160; €44,087
Location of post	Temple Street
Reporting Arrangements	This post will report to the Reporting to: • Head/Deputy Head of Portering Services. Accountable to: • (Where relevant) Department Leads/CNM • Head/Deputy Head of Portering Services.

Key Working Relationships	This post holder will work closely with: • Patients and their families, • General Support Services Manager. • Portering Manager, • Portering Deputy Manager, • CNMs/Department leads, *Please note that this list is not exhaustive and key working relationships will change as the project moves from service development, construction completion, commissioning & transitioning to steady state.*
Purpose of the Role	To provide Portering support, service and assistance throughout the hospital as and when required. The provision of high-quality porter service to all patients and service users in line with hospital service needs, national standards, national and local policies, procedures and guidelines Support the provision of a high quality, safe and professional customer focussed service. *The successful candidate may be required to work across CHI sites and services in line with organisational requirements and the development of the new children's hospital and associated services.*
Principal Duties and Responsibilities	**<u>Professional Duties and Responsibilities</u>**: The post holder will be expected to live CHI values and be child-centered, compassionate, and progressive and will act with respect, excellence and integrity. All porters will be required to work across all portering specialist teams and across a 24/7 roster. **<u>Waste Management Team</u>** Waste flow through waste compound, alerting management when issues arise. Manage collection of recycling and confidential waste throughout whole hospital and out buildings.

	Scheduled collection of compactors from Waste yard. Allocating all waste to the correct area in the waste yard, including domestic, clinical, sharps, compostable, bulky, cytotoxic, glass, recycling, batteries, etc. Operating the compactors in a safe manner. Relocating equipment/furniture throughout the hospital as required Removing waste from Canteen/SFU areas. Sweeping grounds and keep general areas clean and up to standard. **House Portering Team** Transfer of patients, with the support of Nursing as appropriate, throughout the hospital on beds, cots, trolleys, incubators and wheelchairs, etc on a 24/7 basis. Movement of Beds, Cots, Wheelchairs, and Patient Equipment when requested throughout the site. Wipe down wheelchairs after patient use. Collection/disposing of domestic and clinical waste from all ward areas Ensuring the bed store is kept clear and tidy at all Assisting with transport of patients to mortuary Periodically checking Disposal Rooms throughout the site as per schedule and arranging transport of waste if required. Transporting waste as per schedule to the Waste Compound **Imaging Team** Supporting clinical team with patient flow into and out of Imaging Department. Supporting clinical team in patient positioning and recovery, particularly for patients under sedation in MRI and CT scanning units. Imaging Department incorporates X-Ray, Ultrasound, Nuclear Med, MRI, Recovery, Fluoroscopy and CT Scanning areas. Porters may be assigned to any area in Imaging as part of their daily duties. Complying with MR Safety at all times. Working across Imaging Department and Intraoperative Radiology Areas. Checking and replacing gas cylinders as required. Collect/dispose recycling, confidential waste and cardboard.

	Moving portable Xray machines on request. Relocating equipment/furniture throughout the department as required **ED Team** Transfer of patients, with the support of Nursing as appropriate, to and from ED throughout the hospital in beds, cots, wheelchairs, etc. Assisting resus and trauma teams in emergency situations. Assisting with transport of patients to mortuary. Movement of equipment to and from ED and storage areas as required. Movement of beds, cots, wheelchairs, etc to and from ED and storage areas as required. Reporting of faulty equipment to CNM or department manager. Assisting with transport of patients to mortuary Supporting the process of transporting laboratory samples and products including, but not limited to blood gas samples, urgent specimens etc. . Relocating equipment/furniture throughout the department as required Checking and replacing gas cylinders as required. **Overnight Team** Transfer of patients, with the support of Nursing as appropriate throughout the hospital in beds, cots, wheelchairs, etc. Assisting resus and trauma teams in emergency situations. Assisting with transport of patients to mortuary. Movement of patient equipment, including beds, cots, wheelchairs, etc, throughout the site as required. Relocating equipment/furniture throughout the hospital as required. Supporting the process of transporting laboratory samples and products including, but not limited to blood gas samples, urgent specimens etc. Periodically checking Disposal Rooms throughout the site as per schedule and arranging transport of waste if required. Transporting waste as per schedule to the Waste Compound.

	Assisting with transport of patients to mortuary **<u>Pharmacy Team and ACU Team</u>** Supporting the process of transporting all pharmacy products throughout the site and a scheduled and reactive basis. Waste management of all waste and specialist ACU waste through the pharmacy areas to the dedicated disposal hold. Reporting of faulty equipment to CNM or department manager Relocating equipment/furniture throughout the department as required. **<u>Labs Team</u>** Transporting of laboratory samples and products including, but not limited to blood gas samples, urgent specimens etc throughout the site on a scheduled and reactive basis. Waste management of all waste through the lab areas to the dedicated disposal holds. Stocking of lab consumables as required Reporting of faulty equipment to CNM or department manager Relocating equipment/furniture throughout the department as required. **<u>Theatre Portering Team</u>** Transfer of patients, with the support of Nursing as appropriate to and from theatre throughout the site. Assisting clinical teams in setting up of theatres in preparation for patients. Movement of patient equipment and trolleys throughout theatre as required. Assisting the movement of patients on/off trolleys, tables, beds, etc. Assisting clinical staff to safely position patients, under guidance from clinical staff. Checking and replacing gas cylinders as required and providing cylinders to theatre suites as required. Reporting of faulty equipment to CNM or department manager or through IWMS systems. Relocating equipment/furniture throughout the department as required. Assisting with transport of patients to mortuary

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<table>
<tr><td></td><td colspan="3">The above 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.</td></tr>
<tr><td>Specific Requirements / Exposures for this post:</td><td>Includes (tick all that apply):
☐ Driving
☐ Working at height
☐ Regular VDU work
☐ Night working
☐ Food handling
☐ Working with Ionising radiation
☐ Other (please specify):
☒ None Applicable:</td><td>Exposure to (tick all that apply):
☐ Noise (>80dBA)
☐ Cytotoxic drugs
☐ Respiratory sensitisers
☐ Vibrating equipment
☐ Other (please specify):
☒ None Applicable:</td><td>Consists of (tick all that apply):
☐ Contact with patients
☐ Patient moving and handling
☐ Inanimate moving and handling
☐ Exposure Prone Procedures (EPP)
☐ Work in Haemodialysis
☐ Work in confined spaces
☐ Other (please specify):
☒ None Applicable:</td></tr>
<tr><td>Eligibility criteria, qualifications and experience</td><td colspan="3"><u>Essential Criteria:</u>
• Leaving Certificate or its equivalent

<u>Desirable Criteria:</u>
• Relevant experience working in acute hospital setting.
• Experience of general computer skills
• Prior experience working in a customer service environment.</td></tr>
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Competition Specific Selection Process	Applications for this post must be accompanied by a cover letter, setting out relevant experience that illustrates how the essential criteria listed above are met. The criterion for short listing is based on the requirements of the post, as outlined in the eligibility criteria.
How to Apply & Informal Enquiries	*** Please note that you must submit a cover letter with your CV, this forms part of your application and CV's will not be accepted without a detailed cover letter.** The closing date for submissions of CVs and cover letter is **15th November 2026** by 11.45**pm.** Applications must be completed through the advertised post on **CHI.jobs** by clicking **'Apply for Job'.** **Applications will not be accepted through direct email or any other method.** For informal enquiries for this specialty/department, please contact alan.dodrill@childrenshealthireland.ie For other queries relating to this recruitment process, please contact Talent Acquisition Specialist – Rachel.sheridan@childrenshealthireland.ie **PLEASE NOTE:** CHI has transitioned to a process of a one commencement day per month for all new employees and Secondments. This update to our Onboarding process is aligned to changes in our monthly/fortnightly payroll and with the corporate induction program. This process enhancement ensures that we can thoroughly prepare for your arrival and facilitate a smooth transition in your onboarding journey. **It is important for you to note that if you do not have your pre-employments and mandatory training completed in time, your commencement date will be deferred to the next available date.** Below, you'll find the list of **commencement dates** for your information. • 18th January 2027 • 8th February 2027

	• 8th March 2027 • 5th April 2027 • 10th May 2027 • 14th June 2027 • 5th July 2027 • 9th August 2027 • 6th September 2027 • 4th October 2027 • 1st November 2027 • 6th December 2027

Information on "Non-European Economic Area Applicants" is available from https://dbei.gov.ie/en/

Children's Health Ireland is legally required to verify that all staff **have the right to work in Ireland before they begin employment**, regardless of nationality or immigration status. This right-to-work check is also necessary when an individual re-joins CHI or when their immigration permission or employment permit is due to expire.

Permit holders can change their permit employer to CHI after a period of nine months has passed since commencing their first employment permit in the State. The change of employer applies to the General Employment Permit (GEP) and to the Critical Skills Employment Permit (CSEP). The change is required to be completed as part of pre-employment clearance.

All Permits and Change of Employer applications are processed on the Employment Permits Online.

Some recruitment campaigns may be open to candidates who are not citizens of the EEA, Switzerland, or United Kingdom. You can consult the Critical Skills Occupational List see if your profession is currently eligible under this route.

The programme outlined for Children's Health Ireland may impact on this role and as structures change the job description may be reviewed.

Children's Health Ireland is an equal opportunities employer.

Does the post above identified for filling come within the definition of an Exposure Prone Procedure (EPP) Post? (Tick below as appropriate)	
YES ☐	**NO** ☒

Exposure Prone Procedure (EPP) Post

Assessment of Post in line with the 'Integrated Guidance on Health Clearance of Healthcare Workers and the Management of Healthcare Workers Living with Bloodborne Viruses (Hepatitis B, Hepatitis C and HIV, 2025')

Exposure Prone Procedures (EPPs) are defined in the national guidance as: 'invasive procedures where there is potential for direct contact between the skin, usually finger or thumb of the healthcare worker and sharp objects or surgical instruments – such as needles, sharp body parts (for example fractured bones) spicules of bone or teeth – in body cavities or in poorly visualised or confined body sites, including the mouth of the patient'.

All staff hired, transferred or promoted into an EPP post will be required to provide evidence via Occupational Health service of their freedom from infection in line with this national guidance. No appointment will be made in the absence of such evidence. EPP workers with previous EPP clearance prior to November 2025, may require further clearance in line with this updated guidance, so should submit details of previous clearance in line with section 9 of this form. The guidance is available here https://www.hpsc.ie/a-z/bloodbornevirus/

Detailed information on those categories of staff and procedures coming under the scope of the EPP definition is available from the Area Recruitment Unit. If there is any doubt about whether the post you have identified above comes within the definition of an EPP post, expert advice should be sought from the Occupational Health Service.