

Job-Share Guidance

A practical guide for employers considering part-time or shared roles

(For information only — not legal advice.)

1. What Is a Job Share?

A **job share** is when the duties of one full-time role are divided between **two part-time employees**, who together deliver the full responsibilities of the position.

This is a well-established employment model across Ireland, used in:

- education
- healthcare
- civil service & public sector
- hospitality
- finance & admin
- retail & customer service

Job sharing supports work-life balance while helping employers maintain consistent productivity and coverage.

2. Why Job Shares Work Well for School-Hour Roles

Many mothers returning to the workforce prefer structured part-time hours that fit within school routines.

For roles that require:

- steady coverage,
- strong organisation,
- For a wide range of tasks over the week, a job share can offer **excellent reliability and continuity**.

Employers benefit from:

- coverage across the full working week
- reduced burnout
- higher retention

- two skill sets instead of one
- built-in holiday/sick leave cover (where appropriate)

3. Key Principles for Job Share Arrangements

(Irish employment law compliant wording)

A job-share arrangement should be based on:

- **Two separate contracts of employment**
- **Pro-rata entitlements**, including:
 - annual leave
 - bank holidays
 - sick pay
 - pension
- **Clear division of duties**
- **Consistent communication between job sharers and their manager**
- **Alignment with the operational needs of the business**

Employers retain full discretion over the structure of the role and hours, subject to standard employment law.

4. How to Structure a Job Share (3 Common Models)

A. Split Days (Most Common)

Two employees divide the weekly schedule.

Example:

- Mum A works Mon–Wed
 - Mum B works Thurs–Fri
- (or any combination that fits business needs)

Best for: clinics, offices, schools, admin, retail.

B. Split Roles / Task Division

Each person takes responsibility for specific duties.

Example:

- Mum A handles calls, emails, scheduling

- Mum B handles reporting, follow-ups, admin support

Best for: marketing, HR, operations, finance, customer service.

C. Peak Time Reinforcement

Two part-time staff work during peak hours only, supporting a full-time core team.

Example:

- Hotels using “Power Cleaning Teams”
- Busy cafés during mid-morning
- Warehouses during packing periods
- Small shops during late-morning customer flow

Best for: hospitality, retail, logistics.

5. Communication & Handover (Simple Framework)

A good job share includes a clear system for handover. Recommended options:

- Weekly shared handover document
- 10-minute overlap once per week (if feasible)
- Shared email inbox
- Shared Trello/Asana task board
- Manager-led 5–10 min weekly check-in

Clear communication prevents duplication and keeps everything flowing smoothly.

6. Payroll & HR Considerations

(Fully compliant / safe wording)

Hiring two part-time employees instead of one full-time employee typically involves:

- Two employment contracts
- Two payroll entries
- Pro-rata holiday and sick pay entitlements
- Pro-rata pension contributions (when applicable)
- Normal PAYE, USC, PRSI calculations
- Employer PRSI applied per employee (standard)

There is **no additional legal or payroll burden** beyond treating each person as a standard part-time employee.

There is **no increased legal risk**: Irish employment law supports job sharing arrangements, with part-time employees receiving pro-rata entitlements in line with standard employment law.

7. When Job Shares Work Best

Job shares are particularly effective when roles involve:

- structured tasks
- clear KPIs
- predictable workflows
- customer service during fixed hours
- admin duties
- hospitality turnaround periods
- collaborative team environments

They are **less suitable** for roles requiring:

- last-minute availability
- on-call duty
- irregular night shifts
- responsibilities that cannot be easily divided

8. Sample Job-Share Job Description Wording

(Safe, compliant template)

“This role may be offered as a full-time position or as part of a structured job-share arrangement, depending on business needs.

Job-share partners will work under separate contracts, with duties divided clearly between them and entitlements provided on a pro-rata basis in line with Irish employment law.”

9. Benefits to Employers

- Increased continuity
- Coverage across more hours
- Built-in backup (depending on structure)

- Two perspectives and skill sets working together
- Higher retention
- Positive community impact
- Strengthened employer brand
- Lower burnout and turnover

10. Support From Mums Hub

Mums Hub can assist with:

- role design
- task division
- job-share structure planning
- handover system suggestions
- policy templates
- candidate matching
- ongoing communication support

(These supports are advisory and non-legal.)

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