

ADVERT ID 233274

Secretary

Benincasa NS

1 Mount Merrion Avenue Blackrock Co. Dublin Blackrock

MAIN DETAILS

Status:	Active
Level:	Primary
Date Posted:	Wed Apr 30 2025 11:20:58
Application Closing Date:	Wed May 14 2025
Commencement Date:	Mon Sep 1 2025
Status of Post:	Permanent
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Special School
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	8
Current Enrolment:	43
Droichead school:	Yes

POST DETAILS

Additional Information:

The B.O.M. of Benincasa Special School wishes to appoint an enthusiastic, hardworking School Secretary. The ideal candidate should be reliable, flexible and willing to learn on the job. A high degree of professionalism and confidentiality is essential.

Applicants would ideally have:

Secretarial experience in a busy office environment and/or secretarial experience working in an educational environment.

Knowledge of online school databases (e.g., Aladdin, POD & OLCS systems).

Excellent office, administrative and organisational skills, ensuring good record-keeping and adherence to school procedures and policies.

Excellent interpersonal skills, including oral and written communication skills.

Competency in maintaining financial accounts, online payment systems, and monthly financial reports.

A high level of proficiency in ICT and the use of Google Drive and other online applications.

Knowledge of GDPR & Data Protection requirements.

Ability to work on one's own initiative and the ability to work in a team environment

This role is full time, School based. The above job description is not exhaustive. A willingness to learn new skills and systems will be required.

Shortlisting will apply, and those shortlisted will be called for an interview.

The appointment is subject to Garda Vetting and the successful candidate will be required to undertake TUSLA Child Protection. The position is subject to a 12 month probation period.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 18863J
Apply To: benincasarecruitment@gmail.com
County: Dublin
Postal District: County Dublin
Enquiries To: 01-2887066

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