

ADVERT ID 239663

Secretary

Benincasa NS

1 Mount Merrion Avenue Blackrock Co. Dublin Blackrock

MAIN DETAILS

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|----------------------------------|---------------------------|
| Status: | Active |
| Level: | Primary |
| Date Posted: | Mon Jun 23 2025 |
| Application Closing Date: | Mon Jul 7 2025 |
| Commencement Date: | Mon Aug 25 2025 |
| Status of Post: | Permanent |
| Number of Vacancies: | 1 |
| | This is a readvertisement |

SCHOOL DETAILS

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|-------------------------------------|----------------|
| 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

- CV (Bound)
- Letter of Application

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 18863J

Apply To: benincasarecruitment@gmail.com

Please type 'Secretary Application' in subject bar

County: Dublin

Postal District: County Dublin

Enquiries To: info@benincasa.ie

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