

ID FÃ©GRA 233274

RÃ©naÃ©

Benincasa NS

1 Mount Merrion Avenue Blackrock Co. Dublin Blackrock

PRÃ©OMHSHONRAÃ©

StÃ©idas:	DÃ©ghnÃ©omhaithe
LeibhÃ©al:	Bunscoil
DÃ©ita PostÃ©ilte:	CÃ©ad Aib 30 2025
SpriocdhÃ©ita le haghaidh Iarratas:	CÃ©ad Beal 14 2025
DÃ©ita Tosaithe:	Luan MFÃ©mh 1 2025
StÃ©idas an Phoist:	Buan
LÃ©on na bhFolÃ©ntas:	1

SONRAÃ© SCOILE

CineÃ©il Scoile:	Scoil Speisialta
StruchtÃ©r na Scoile:	Ingearach
Inscne:	Comhoideachas
PÃ©itrÃ©nacht na Scoile:	Caitliceach
LÃ©on IomlÃ©in na mBall	8
Foirne MÃ©inteoireachta:	43
Rolla Reatha:	TÃ©
Scoil Droichead:	TÃ©

SONRAÃ© AN PHOIST

Eolas Breise:

he 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.

RIACHTANAIS IARRATAIS

- [Tá sá riachtanach go mbeadh Dearbhá Reachtáil bail ag an duine a cheapfar agus go gcomhlánadh siad an Fhoirm Ghealltanais.](#)
- Litrí Iarratais
- Ráiteoir (ainm, ról, uimhir theagmhíla.)
- CV (Ceanglaíir Neamhcheangailte/Sleamhnáin)

Is fáidir iarratais a chur isteach trá

- Ráomhphost

CUIR IARRATAS ISTEACH AR AN bhFOLÁNTAS SEO

Uimhir Rolla:	18863J
Cuir Iarratas Chuig:	benincasarecruitment@gmail.com
Contae:	Baile Átha Cliath
Ceantar Poist:	County Dublin
Ceisteanna Chuig:	01-2887066

Is ag IPPN atá an cáipcheart i dtaca leis an fhaisnéis san fhágra seo agus dá anann IPPN á a cheadá le haghaidh ásjide ag cuardaitheoir post amháin. Ní fáidir an fhaisnéis atá ann a áoslá dájil, a cháipeáil ná a ásjid chun crócha ar bith eile, lena n-áirítear a macasamhlá ar shuíomhanna gráasáin earcaóchta agus fágraóchta eile, gan cead sainráite i scrábhinn a fháil roimh r á IPPN.