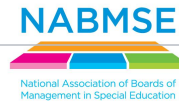


ADVERT ID 244497

General

NABMSE

Kildare Education Centre Friary Rd Kildare R51KN66
<http://www.nabmse.ie>



MAIN DETAILS

Status: Active
Level: Other Education
Date Posted: Thu Sep 11 2025
Application Closing Date: Fri Sep 26 2025
Commencement Date: Mon Nov 3 2025
Status of Post: Fixed-term
Number of Vacancies: 1

POST DETAILS

Title:

Data Protection Advisor

Description:

NABMSE

Data Protection Advisor and Training Officer

? Contract: fixed term part-time post

? Place of work: KESC, however the DPA may not need to be onsite everyday

? DPA position is funded by the DEY.

? Location: Kildare Education Centre, Friary Road, Kildare Town, Co. Kildare R51 KN66.

Please note:

? A DPA qualification is necessary for this role.

? Some legal experience would be an advantage

? Previous experience in the DPA role would be an advantage.

? Knowledge of the Irish schools system is desirable

Join Our Committed Team

The National Association of Boards of Management in Special Education (NABMSE) has been supporting Boards of Management in Special Education for over 50 years. We have over 300 School Boards of Management members, including most special schools and mainstream schools at primary and post primary level. Our schools work with and support students with Special Educational Needs from 4 - 18 years old. Access to education, and the wellbeing of our pupils is the core focus for everyone in NABMSE.

The DPA will report to:

NABMSE General Secretary and NABMSE Board of Trustees

Role of DPA:

The Data Protection Advisory and Training office has been established to:

Support all state funded schools in relation to data protection for pupils with SEN.

Develop online data protection training modules and resources/template documents for schools and Boards of Management in relation to pupils with SEN.

Provide face-to-face training to individual schools/clusters on a self-financing basis.

Work with NABMSE and other management bodies in the development of policies and proposals in relation to data protection advice and training.

Keep up to date with changes in Data Protection legislation.

Engage in appropriate training opportunities.

Key Responsibilities of DPA:

- To provide training and advice to all schools with particular emphasis on pupils with special needs
- To provide face to face training in data protection to NABMSE member schools in Kildare Education Centre and where finance is available in other Education Centres
- To work with management bodies in the provision of this training, consulting with each body
- To provide training at NABMSE conference and at other management body conferences where requested
- To provide online training workshops for NABMSE member schools
- To maintain and update digital resources on a DPA cloud platform which will be linked to the NABMSE website.
- To provide ongoing phone support to schools and to record outline notes on CRM (in the interest of confidentiality more detailed notes will be kept on encrypted files)
- To liaise where necessary with the office of the Data Protection Commission.
- To manage and account for all budgets in relation to training.

To prepare a monthly work report for submission to the Board of Trustees

To prepare an annual report for the DEY, who provide grant funding for this position.

The ideal candidate will:

Be proficient in MSOffice Suite

? Have excellent oral and written communication skills

? Be comfortable working in a team, but will also work using own initiative

? Be highly organised with good attention to detail

? Have a strong commitment to delivering an excellent service to our members

? Be open to further training and upskilling opportunities offered by the organisation

NABMSE is an equal opportunities employer and is committed to creating a diverse working environment.

Closing date: Sept 26th

Post will commence on: Nov 3rd

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Apply To: NABMSE
Kildare Education Centre
Friary Rd
Kildare
R51KN66

County: Kildare

Enquiries To: gensec@nabmse.ie

Website: <http://www.nabmse.ie>

Further Information: <https://www.nabmse.ie>

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