



Company Details Confidential



#JOB-2449394



25 Wolfe Tone Street, Dublin 1, D01 X9K7



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



26/05/2026



23/06/2026

### How to apply

Application Method :

Not available



Open your camera app & point here to view this ad online



## Security / Maintenance Person

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

Main Duties:

- Staff the main foyer reception/security desk
- Monitor and control access to the building
- Determine and authorise who gains entrance to the premises
- Greet visitors, students, and contractors in a professional manner
- Maintain visitor sign-in procedures and security records
- Conduct regular checks of common areas and entrances
- Respond to security concerns and report incidents appropriately
- Carry out general maintenance and handyperson duties as required
- Assist with room setups and minor repairs
- Ensure the building remains safe, clean, and secure at all times

Requirements:

\*Good communication and interpersonal skills

\*Ability to work independently and use sound judgement

\*Previous security, caretaking, maintenance, or facilities experience desirable

\*Trustworthy, punctual, and professional

\*Basic maintenance/DIY skills advantageous

- **Sector:** education

### **Career Level**

- Entry Level

### **Candidate Requirements**

(Essential)

- **Minimum Experienced Required (Years):** 3
- **Minimum Qualification:** Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

(Desirable)

- **Ability Skills:** Communications, Customer Service
- **Competency Skills:** Teamwork, Working on own Initiative
- **Specialising In:** general maintenance skills
- **Languages:** English C2-Master (Fluent)