

ADVERT ID 247913

Secretary

Castlebridge N.S.

Castlebridge Wexford Co Wexford Castlebridge Y35 Y208
<https://www.castlebridgens.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Tue Jan 20 2026
Application Closing Date: Tue Feb 3 2026
Commencement Date: Tue Feb 17 2026
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 13
Current Enrolment: 225
Droichead school: Yes

POST DETAILS

Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information:

Strong communication skills, organisation and administration, ICT and accounting skills preferred. Key responsibilities include managing reception, records (attendance, admissions), finances, correspondence, and supporting school events, requiring discretion, multitasking, and initiative in a busy environment.

APPLICATION REQUIREMENTS

- [It is a requirement to hold a valid Statutory Declaration and to complete the Form of Undertaking for this position.](#)
- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 18707S
Apply To: Pat Goff,
Chairperson,
Castlebridge
Wexford
Co Wexford
Castlebridge
Y35 Y208
County: Wexford
Enquiries To: maria.caesar@castlebridgens.ie
Website: <https://www.castlebridgens.ie>

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