

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](mailto:maria.caesar@castlebridgens.ie)  
**Website:** <https://www.castlebridgens.ie>

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