

ADVERT ID 251310

## General

### Catholic Primary School Management Association - CPSMA

New House St Patrick's College Maynooth  
<http://www.cpsma.ie/>



#### MAIN DETAILS

**Status:** Active  
**Level:** Other Education  
**Date Posted:** Wed Apr 29 2026  
**Application Closing Date:** Wed May 13 2026  
**Commencement Date:** Tue Sep 1 2026  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 1

#### POST DETAILS

**Title:**

Education Executive

**Description:**

Contributing to, and participating in the delivery of, the strategic development of CPSMA and in the development of Catholic primary school education;  
Providing a quality and professional service to the Boards of Management of Catholic primary schools;  
Contributing to the organisation, design and delivery of training for members and stakeholders;  
Writing reports and managing documentation;  
Preparing and providing resource material;  
Conducting and managing research;  
Representing CPSMA at meetings as, and when, required;  
Undertaking administrative tasks as required by the General Secretary  
The responsibilities of the Education Executive may vary in accordance with emerging needs and priorities of the Association and/or as assigned by the General Secretary.

#### APPLICATION REQUIREMENTS

- Referees (name, role, contact no.)
- Application Form

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Apply To:** [applications@cpsma.ie](mailto:applications@cpsma.ie)  
For the attention of:  
Ms. Anne Fay  
Chairperson, CPSMA

**County:** Kildare

**Enquiries To:** [applications@cpsma.ie](mailto:applications@cpsma.ie)

**Website:** <http://www.cpsma.ie/>

**Further Information:** <https://www.cpsma.ie/cpsma-vacancies-fixed-term-and-seconded-education-executives/>

**Application Form:** [Application Form Education Executive Fixed Term September 2026- Word.pdf](#)

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