

ADVERT ID 210337

## General

### Catholic Primary School Management Association - CPSMA

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



#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Other Education  
**Date Posted:** Fri Apr 12 2024 16:41:16  
**Application Closing Date:** Fri Apr 26 2024  
**Commencement Date:** Mon Sep 2 2024  
**Status of Post:** Other  
**Number of Vacancies:** 1

#### POST DETAILS

**Title:** Education Executive- Fixed Term  
**Description:** Job Description  
Participating in 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 and/or Primary Management Bodies on external bodies as and when required;  
Undertaking administrative tasks as required by Management.  
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

- Letter of Application
- Application Form

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Apply To:** Anne Fay,  
Chairperson  
applications@cpsma.ie

**County:** Kildare

**Enquiries To:** applications@cpsma.ie

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

**Further Information:** <https://www.cpsma.ie/vacancy-fixed-term-position-education-executive/>

**Application Form:** [Application Form Education Executive 2024.pdf](#)

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