

# **Catholic Primary Schools Management Association Education Executive**

## **1. Introduction**

CPSMA wishes to appoint an Education Executive. The appointment will be made by the Board of Directors following an open, public competition. CPSMA is an equal opportunities employer.

## **2. CPSMA and its role and structure**

The Catholic Primary Schools Management Association (CPSMA) provides advice and support for Chairpersons and Principals of Boards of Management in over 2,800 national schools under Catholic patronage in the Republic of Ireland. The aim of the Catholic Primary Schools Management Association (CPSMA) is the advancement of education in the Catholic Primary Schools in the Republic of Ireland. It facilitates the Boards of Management, Patrons and Trustees of Catholic Primary Schools in the fulfilment of their responsibilities to the pupils, parents, teachers and staff of primary schools under Catholic Patronage as outlined in its constitutional documents and the Education Act 1998.

CPSMA is part of the Catholic Education Service.

## **3. Job 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.

#### **4. Qualifications**

- Applicants should be educated to at least a second class honours Primary Degree.

#### **5. Range of Knowledge, Experience and Skills required**

The ideal candidate will possess a range of competencies and skills to support the role, in particular:

- A clear understanding of and commitment to the nature, principles and objectives of Catholic primary education
- A thorough knowledge of primary education in Ireland
- A clear understanding of the role of a Board of Management of a national school under Catholic patronage
- Excellent interpersonal skills
- Excellent communication, presentation and facilitation skills
- Excellent organisational skills
- High levels of writing and multimedia skills including ICT skills
- Leadership knowledge and skills
- A strong work ethic
- A good knowledge of the operation of schools and relevant legislation
- Knowledge of current and emerging education research issues
- Flexibility to meet the needs of the Association, including a willingness to engage in travel and/or evening work as necessary
- A strong track record of previous achievement at a level commensurate with the position
- Qualification/ Experience in HR would be advantageous

Competence in, and willingness to work through, the medium of Irish is desirable but not essential.

#### **6. Terms and conditions of engagement:**

- The successful candidate will be employed by CPSMA and will be based in the CPSMA Office, New House, St. Patrick's College, Maynooth. Hybrid working arrangements are in place for this position and attendance in the office is required for 3 days of the working week.
- The successful candidate will be accountable to the Board of Directors, CPSMA.
- Successful candidates will be required to have their own means of transport and to possess, and retain, a full driving licence for the duration of employment with CPSMA.
- Excellent employment references will be required prior to an offer of employment.

- An offer of appointment will only be made where it is considered that a suitable candidate for the post exists.
- The appointment will be on a full time two-year fixed term contract, subject to the completion of a six-month probationary period.
- The contract will provide for on-going performance review (PMDS).
- The normal hours of work will be 9am – 5.00pm, Monday to Friday, with a requirement that the candidate be available for work outside of normal working hours, as and when required.
- Salary is €65,000 per annum

#### 7. How to apply:

Please send a completed Application Form together with a covering letter to the designated email address below to be received no later than 5pm on Monday 16<sup>th</sup> March 2026. Applications received after the closing date will not be accepted. Email applications only will be accepted.

[applications@cpsma.ie](mailto:applications@cpsma.ie)

**For the attention of:**

**Ms. Anne Fay**

**Chairperson, CPSMA**

**Closing date :** 5pm on Monday 16<sup>th</sup> March 2026

- Late applications will not be considered.
- Applicants will be short listed for interview on the basis of the information that they have provided in their application and its relevance to the minimum post requirements as set out above.
- It is the responsibility of the candidates to make themselves available for interview, if invited to attend. CPSMA does not provide financial support to enable shortlisted applicants to attend for interview.
- A panel will be in operation for any subsequent vacancies that may arise.

