



**Circular Letter 0010/2023**

**To: Principal/ Secretary Board of Management of each  
Community/Comprehensive School**

**Revision of Salaries of School Secretaries and School Maintenance  
Staff in Community and Comprehensive Schools under Building  
Momentum - A New Public Service Agreement  
2021-2023 (“The Agreement”)**

**Application of pay adjustments due on 1 March 2023**

1. The Minister for Education wishes to inform management authorities of revised rates of salary and allowances of School Secretaries and School Maintenance Staff in Community and Comprehensive Schools with effect from 1 March 2023 as provided for in “Building Momentum - A New Public Service Agreement 2021-2023” as reviewed.
2. This circular sets out the increases due from 1 March 2023 as an amendment to The Agreement.

**Salary Increases to be implemented under Building Momentum**

3. Following the review of Building Momentum, a 2% pay adjustment was agreed and will be implemented with effect from 1 March 2023.
4. In accordance with Section 3.1 of Building Momentum, whole-time annual basic scale salaries will be increased by 2% with effect from 1 March 2023.
5. The revised salary scales to affected staff are set out at Appendix 1.
6. All salary scales payable to School Secretaries and School Maintenance Staff in Community and Comprehensive Schools set out in previous Circulars are superseded by the terms of this Circular with effect from 1 March 2023.
7. The pay of part-time staff or hourly paid staff will be revised, in accordance with normal arrangements, by reference to the pay of whole-time staff to which they are related for pay purposes in accordance with this Circular.
8. Payment in respect of overtime rendered on or after 1 March 2023 by members of grades to which this circular applies should be calculated by reference to the revised rates of pay in effect from 1 March 2023.

## Allowances

9. The Agreement also provides for increases in allowances in the nature of pay of 2% from 1 March 2023. Allowances which are calculated as a specific percentage or specified portion of basic pay should be calculated by reference to the revised rates of pay with effect from 1 March 2023.

## Deductions from pay

10. Deductions from pay which are expressed as a percentage of pay (e.g., income continuance plans, union subscriptions) fall to be recalculated by reference to the revised rates of pay provided for in this letter.

## Pensions in payment

11. The principle of pay parity in pension increases for pre-existing schemes has been agreed up to the end of 2023, in line with the amended agreement under Building Momentum. Increases should be passed on to pensions in line with that policy i.e. a 2% increase with effect from 1 March 2023.
12. For further guidance, or to determine if a historic increase is due to pensions in payment for pre-existing schemes, please refer to DPER Circulars 20/2017, 02/2018, 19/2019, 10/2021 and 19/2022. Queries with regard to the DPER circulars should be addressed to [pensions@per.gov.ie](mailto:pensions@per.gov.ie).
13. Single Public Service Pension Scheme ('Single Scheme') pensions are uprated in-line with the Consumer Price Index (CPI). Therefore pensions in payment in respect of former public servants who served in grades to which this circular applies, will not be adjusted with reference to the revisions of basic pay set out in Section 3.

## Circulation and Queries

14. Please ensure that copies of this Circular are provided to all members of the Board of Management and its contents are brought to the attention of all affected staff in your employment including those on leave of absence.
15. This Circular can be accessed on the Department's website under <https://www.gov.ie/en/circulars/>
16. Enquiries regarding this Circular should be e-mailed to [sdfinfo@education.gov.ie](mailto:sdfinfo@education.gov.ie)

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20 February 2023

## Appendix 1:

### **PAY SCALES FOR SCHOOL SECRETARIES IN COMMUNITY AND COMPREHENSIVE SCHOOLS WITH EFFECT FROM 1<sup>ST</sup> MARCH 2023**

#### **Grade III<sup>1</sup>:**

<b>Scale Point</b>	<b>Rate from 01/03/2023<sup>2</sup></b>	<b>New Entrant Rate from 01/03/2023<sup>3</sup></b>
<b>1</b>	€29,282	€27,145
<b>2</b>	€30,141	€28,861
<b>3</b>	€31,392	€29,282
<b>4</b>	€32,645	€30,141
<b>5</b>	€33,902	€31,392
<b>6</b>	€34,811	€32,645
<b>7</b>	€35,844	€33,902
<b>8</b>	€37,039	€34,811
<b>9</b>	€37,889	€35,844
<b>10</b>	€39,075	€37,039
<b>11</b>	€40,270	€37,889
<b>12</b>	€42,516	€39,075
<b>13</b>	€42,516	€40,270
<b>14</b>		€42,516
<b>15</b>		€42,516
<b>Long Service Increment*</b>	€44,111	€44,111

*\* after 3 years satisfactory service at the maximum*

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<sup>1</sup> Payroll code: G3 & G3NE

<sup>2</sup> Pre 01<sup>st</sup> January 2011 entrants

<sup>3</sup> Post 01<sup>st</sup> Jan 2011 entrants

**Grade IV<sup>4</sup>:**

<b>Scale Point</b>	<b>Rate from 01/03/2023</b>	<b>New Entrant Rate from 01/03/2023</b>
<b>1</b>	€34,479	€31,550
<b>2</b>	€36,596	€33,635
<b>3</b>	€38,537	€34,479
<b>4</b>	€40,239	€36,595
<b>5</b>	€41,882	€38,537
<b>6</b>	€44,103	€40,239
<b>7</b>	€45,708	€41,882
<b>8</b>	€47,340	€44,103
<b>9</b>		€45,708
<b>10</b>		€47,340
<b>Long Service Increment 1*</b>	€48,838	€48,838
<b>Long Service Increment 2**</b>	€50,346	€50,346

*\* after 3 years satisfactory service at the maximum*

*\*\* after 3 years satisfactory service at the 1<sup>st</sup> Long Service Increment*

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<sup>4</sup> Payroll code: G4 & G4NE

**PAY OF CARETAKERS IN COMMUNITY & COMPREHENSIVE SCHOOLS  
OUTSIDE THE DUBLIN AREA (INCLUDING CORK CITY POST 1989)**

<b>Caretaker<sup>5</sup></b>	<b>Rate from 01/03/2023</b>	<b>New Entrant Rate from 01/03/2023</b>
<b>On Recruitment</b>	€35,457	€32,439
<b>after 6 months</b>	€35,639	€33,164
<b>after 1½ years</b>	€35,813	€35,457
<b>after 2½ years</b>	€35,813	€35,639
<b>after 3½ years</b>	€35,827	€35,813
<b>after 4½ years</b>	€35,925	€35,813
<b>after 5½ years</b>	€36,022	€35,827
<b>after 6½ years</b>	€36,127	€35,925
<b>after 7½ years</b>	€36,227	€36,022
<b>after 8½ years</b>	€36,330	€36,127
<b>after 9½ years</b>	€36,440	€36,227
<b>after 10½ years</b>	€36,550	€36,330
<b>after 11½ years</b>	€36,652	€36,440
<b>after 12½ years</b>		€36,550
<b>after 13½ years</b>		€36,652

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<sup>5</sup> Payroll code: MA01 & MA01NE

**PAY OF ATTENDANTS IN COMMUNITY & COMPREHENSIVE SCHOOLS  
OUTSIDE THE DUBLIN AREA**

<b>Attendant<sup>6</sup></b>	<b>Rate from 01/03/2023</b>	<b>New Entrant Rate from 01/03/2023</b>
<b>On Recruitment</b>	€34,581	€31,643
<b>after 6 months</b>	€34,764	€32,372
<b>after 1½ years</b>	€34,934	€34,581
<b>after 2½ years</b>	€35,033	€34,764
<b>after 3½ years</b>	€35,134	€34,934
<b>after 4½ years</b>	€35,229	€35,033
<b>after 5½ years</b>	€35,330	€35,134
<b>after 6½ years</b>	€35,430	€35,229
<b>after 7½ years</b>	€35,535	€35,330
<b>after 8½ years</b>	€35,640	€35,430
<b>after 9½ years</b>	€35,748	€35,535
<b>after 10½ years</b>	€35,748	€35,640
<b>after 11½ years</b>	€35,787	€35,748
<b>after 12½ years</b>		€35,748
<b>after 13½ years</b>		€35,787

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<sup>6</sup> Payroll code: MA07 & MA07NE

**PAY OF CARETAKERS IN COMMUNITY & COMPREHENSIVE SCHOOLS  
OUTSIDE THE DUBLIN AREA (INCLUDING CORK CITY POST 1989)  
(Non-Members of Pension Scheme)**

<b>Caretaker<sup>7</sup></b>	<b>Rate from 01/03/2023</b>	<b>New Entrant Rate from 01/03/2023</b>
<b>On Recruitment</b>	€35,425	€32,411
<b>after 6 months</b>	€35,609	€33,135
<b>after 1½ years</b>	€35,784	€35,425
<b>after 2½ years</b>	€35,784	€35,609
<b>after 3½ years</b>	€35,801	€35,784
<b>after 4½ years</b>	€35,897	€35,784
<b>after 5½ years</b>	€35,994	€35,801
<b>after 6½ years</b>	€36,096	€35,897
<b>after 7½ years</b>	€36,198	€35,994
<b>after 8½ years</b>	€36,301	€36,096
<b>after 9½ years</b>	€36,409	€36,198
<b>after 10½ years</b>	€36,519	€36,301
<b>after 11½ years</b>	€36,622	€36,409
<b>after 12½ years</b>		€36,519
<b>after 13½ years</b>		€36,622

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<sup>7</sup> Payroll code: MA02 & MA02NE

**PAY OF ATTENDANTS IN COMMUNITY & COMPREHENSIVE SCHOOLS  
OUTSIDE THE DUBLIN AREA (Non-Members of Pension Scheme)**

<b>Attendant<sup>8</sup></b>	<b>Rate from 01/03/2023</b>	<b>New Entrant Rate from 01/03/2023</b>
<b>On Recruitment</b>	€34,551	€31,615
<b>after 6 months</b>	€34,737	€32,345
<b>after 1½ years</b>	€34,907	€34,551
<b>after 2½ years</b>	€35,003	€34,737
<b>after 3½ years</b>	€35,104	€34,907
<b>after 4½ years</b>	€35,203	€35,003
<b>after 5½ years</b>	€35,299	€35,104
<b>after 6½ years</b>	€35,404	€35,203
<b>after 7½ years</b>	€35,504	€35,299
<b>after 8½ years</b>	€35,612	€35,404
<b>after 9½ years</b>	€35,717	€35,504
<b>after 10½ years</b>	€35,828	€35,612
<b>after 11½ years</b>	€35,828	€35,717
<b>after 12½ years</b>		€35,828
<b>after 13½ years</b>		€35,828

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<sup>8</sup> Payroll code: MA08 & MA08NE



**DUBLIN ZONE GENERAL OPERATIVE PCW AGREEMENT  
(Members of contributory pension scheme)**

<b>CARETAKERS<sup>9</sup></b>	<b>Rate from 01/03/2023</b>	<b>New Entrant Rate from 01/03/2023</b>
1	€33,935	€30,760
2	€34,191	€31,522
3	€34,295	€33,935
4	€34,398	€34,191
5	€34,492	€34,295
6	€34,492	€34,398
7	€34,492	€34,492
8	€34,492	€34,492
9	€34,583	€34,492
10	€34,692	€34,492
11	€34,834	€34,583
12	€34,973	€34,691
13	€35,112	€34,834
14		€34,973
15		€35,112

	<b>From 01/03/2023</b>
<b>Senior Caretaker Allowance</b>	€82.47
<b>Junior Caretaker Allowance</b>	€32.15

	<b>From 01/03/2023</b>
<b>Senior Caretaker allowance for C&amp;C caretakers in Dublin area where shift working arrangements have been approved</b>	€79.92
<b>Junior Caretaker allowance for C&amp;C caretakers in Dublin area where shift working arrangements have been approved</b>	€29.59

<sup>9</sup> Payroll code: MA03 & MA03NE

**DUBLIN ZONE GENERAL OPERATIVE PCW AGREEMENT  
(Non-members of contributory pension scheme)**

<b>GENERAL OPERATIVE<sup>10</sup></b>	<b>Rate from 01/03/2023</b>	<b>New Entrant Rate from 01/03/2023</b>
<b>1</b>	€33,905	€30,733
<b>2</b>	€34,160	€31,496
<b>3</b>	€34,264	€33,905
<b>4</b>	€34,364	€34,160
<b>5</b>	€34,465	€34,264
<b>6</b>	€34,574	€34,364
<b>7</b>	€34,574	€34,465
<b>8</b>	€34,574	€34,574
<b>9</b>	€34,574	€34,574
<b>10</b>	€34,666	€34,574
<b>11</b>	€34,807	€34,574
<b>12</b>	€34,945	€34,666
<b>13</b>	€35,084	€34,807
<b>14</b>		€34,945
<b>15</b>		€35,084

**CLEANERS**

	<b>Rate from 01/03/2023</b>	<b>New Entrant Rate from 01/03/2023</b>
<b>CLEANER P/T Rate</b>	€16.99	€15.54

<sup>10</sup> Payroll code: MA04 & MA04NE