



Circular Letter 0038/2024

To: The Managerial Authorities in recognised Primary and Post Primary schools in the Free Education Scheme, other than Community National Schools and ETB Post Primary Schools

Revision of Salaries for School Secretaries Previously Funded Under Ancillary Grant Funding

Application of pay adjustments due on 1 January 2024

1. The Minister for Education wishes to inform managerial authorities and School Secretaries of revised rates of salary of school secretaries previously funded under ancillary grant funding.
2. This circular sets out the new scale following agreed alignment with national pay increases. The increases only directly apply to secretaries who have moved to the new terms and conditions offered under the agreement of February 2022.
3. The increases will be applied and paid through the Department payroll system and schools do not need to take an action.
4. Pay and other conditions of secretaries who have not moved to the new terms and conditions remain a matter for the school, as employer.

Increases in Salaries

5. Whole-time annual basic scale salaries will be increased by 2.25% (or €1,125 whichever is greater) with effect from 1 January 2024.
6. Revised salary scales to affected staff are superseded by the terms of this Circular with effect from 1 January 2024 are set out in Appendix 1. The corresponding hourly rates for School Secretaries are included so as to provide further clarity for secretaries.
7. Hourly casual rates for School Secretaries are attached at Appendix 2.
8. All salary scales and hourly casual rates payable to School Secretaries set out in previous Circulars are superseded by the terms of this Circular with effect from 1 January 2024.
9. Overpayments will be dealt with in accordance with the procedures set out in Circulars 0084/2015.

Circulation and Queries

10. 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 Secretaries in your employment including those on leave of absence.
11. This Circular can be accessed on the Department's website under <https://www.gov.ie/en/circulars/>
12. Enquiries regarding this Circular should be e-mailed to: NTSPayroll@education.gov.ie

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Payroll

10 April 2024

Appendix 1

School Secretaries

School Secretary	Rates from 01/01/2024	Hourly Rates from 01/01/2024
	€29,020	€15.03
	€30,736	€15.92
	€31,157	€16.14
	€32,017	€16.58
	€33,267	€17.23
	€34,520	€17.88
	€35,777	€18.53
	€36,686	€19.00
	€37,719	€19.54
	€38,914	€20.16
	€39,764	€20.60
	€40,950	€21.21
	€42,145	€21.83
	€44,391	€22.99
	€44,391	€22.99
	€44,391	€22.99
Long Service Increment*	€45,986	€23.82

** after 3 years satisfactory service at the maximum*

Appendix 2

Substitute School Secretary

Ongoing Rate from 01/01/2024	Statutory Annual Leave Rate from 01/01/2024
€13.83	€1.20