



Circular Letter 0044/2023

**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 October 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 October 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 October 2023 as an amendment to The Agreement.

Salary Increases to be implemented under Building Momentum

3. Following the review of Building Momentum, a 1.5% or €750, whichever is greater, pay adjustment was agreed and will be implemented with effect from 1 October 2023.
4. In accordance with Section 3.1 of Building Momentum, whole-time annual basic scale salaries will be increased by 1.5% or €750 with effect from 1 October 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Secretaries and School Maintenance Staff in Community and Comprehensive Schools set out in previous Circulars are superseded by the terms of this Circular with effect from 1 October 2023.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 October 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 October 2023.

Allowances

9. The Agreement also provides for increases in allowances in the nature of pay of 1.5% or €750 from 1 October 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 October 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.
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, 19/2022 and 02/2023. Queries with regard to the DPER circulars should be addressed to pensions@per.gov.ie.
13. Single Public Service Pension Scheme ('Single Scheme') pensions are uprated in line with the Consumer Price Index (CPI). subject to a separate instruction from the Department of Public Expenditure NDP Delivery and Reform. Therefore, Single Scheme 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

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Appendix 1:

**PAY SCALES FOR SCHOOL SECRETARIES IN COMMUNITY AND
COMPREHENSIVE SCHOOLS WITH EFFECT FROM 1 OCTOBER 2023**

Grade III¹:

Scale Point	Rate from 01/10/2023	New Entrant Rate from 01/10/2023
1	€30,032	€27,895
2	€30,891	€29,611
3	€32,142	€30,032
4	€33,395	€30,891
5	€34,652	€32,142
6	€35,561	€33,395
7	€36,594	€34,652
8	€37,789	€35,561
9	€38,639	€36,594
10	€39,825	€37,789
11	€41,020	€38,639
12	€43,266	€39,825
13	€43,266	€41,020
14		€43,266
15		€43,266
Long Service Increment*	€44,861	€44,861

** after 3 years satisfactory service at the maximum*

¹ Payroll code: G3 & G3NE

Grade IV²:

Scale Point	Rate from 01/10/2023	New Entrant Rate from 01/10/2023
1	€35,229	€32,300
2	€37,346	€34,385
3	€39,287	€35,229
4	€40,989	€37,346
5	€42,632	€39,287
6	€44,853	€40,989
7	€46,458	€42,632
8	€48,090	€44,853
9		€46,458
10		€48,090
Long Service Increment 1*	€49,588	€49,588
Long Service Increment 2**	€51,101	€51,101

** after 3 years satisfactory service at the maximum*

*** after 3 years satisfactory service at the 1st Long Service Increment*

² Payroll code: G4 & G4NE

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

Caretaker³	Rate from 01/10/2023	New Entrant Rate from 01/10/2023
On Recruitment	€36,207	€33,189
after 6 months	€36,389	€33,914
after 1½ years	€36,563	€36,207
after 2½ years	€36,563	€36,389
after 3½ years	€36,577	€36,563
after 4½ years	€36,675	€36,563
after 5½ years	€36,772	€36,577
after 6½ years	€36,877	€36,675
after 7½ years	€36,977	€36,772
after 8½ years	€37,080	€36,877
after 9½ years	€37,190	€36,977
after 10½ years	€37,300	€37,080
after 11½ years	€37,402	€37,190
after 12½ years		€37,300
after 13½ years		€37,402

³ Payroll code: MA01 & MA01NE

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

Attendant⁴	Rate from 01/10/2023	New Entrant Rate from 01/10/2023
On Recruitment	€35,331	€32,393
after 6 months	€35,514	€33,122
after 1½ years	€35,684	€35,331
after 2½ years	€35,783	€35,514
after 3½ years	€35,884	€35,684
after 4½ years	€35,979	€35,783
after 5½ years	€36,080	€35,884
after 6½ years	€36,180	€35,979
after 7½ years	€36,285	€36,080
after 8½ years	€36,390	€36,180
after 9½ years	€36,498	€36,285
after 10½ years	€36,498	€36,390
after 11½ years	€36,537	€36,498
after 12½ years		€36,498
after 13½ years		€36,537

⁴ 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)**

Caretaker⁵	Rate from 01/10/2023	New Entrant Rate from 01/03/2023
On Recruitment	€36,175	€33,161
after 6 months	€36,359	€33,886
after 1½ years	€36,534	€36,175
after 2½ years	€36,534	€36,359
after 3½ years	€36,551	€36,534
after 4½ years	€36,647	€36,534
after 5½ years	€36,744	€36,551
after 6½ years	€36,846	€36,647
after 7½ years	€36,948	€36,744
after 8½ years	€37,051	€36,846
after 9½ years	€37,159	€36,948
after 10½ years	€37,268	€37,051
after 11½ years	€37,372	€37,159
after 12½ years		€37,268
after 13½ years		€37,372

⁵ Payroll code: MA02 & MA02NE

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

Attendant⁶	Rate from 01/10/2023	New Entrant Rate from 01/10/2023
On Recruitment	€35,301	€32,365
after 6 months	€35,487	€33,095
after 1½ years	€35,657	€35,301
after 2½ years	€35,753	€35,487
after 3½ years	€35,854	€35,657
after 4½ years	€35,953	€35,753
after 5½ years	€36,049	€35,854
after 6½ years	€36,154	€35,953
after 7½ years	€36,254	€36,049
after 8½ years	€36,362	€36,154
after 9½ years	€36,467	€36,254
after 10½ years	€36,578	€36,362
after 11½ years	€36,578	€36,467
after 12½ years		€36,578
after 13½ years		€36,578

⁶ Payroll code: MA08 & MA08NE

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

CARETAKERS⁷	Rate from 01/10/2023	New Entrant Rate from 01/10/2023
1	€34,685	€31,510
2	€34,941	€32,272
3	€35,045	€34,685
4	€35,148	€34,941
5	€35,242	€35,045
6	€35,242	€35,148
7	€35,242	€35,242
8	€35,242	€35,242
9	€35,333	€35,242
10	€35,441	€35,242
11	€35,584	€35,333
12	€35,723	€35,441
13	€35,862	€35,584
14		€35,723
15		€35,862

	From 01/10/2023
Senior Caretaker Allowance	€83.71
Junior Caretaker Allowance	€32.64

	From 01/10/2023
Senior Caretaker allowance for C&C caretakers in Dublin area where shift working arrangements have been approved	€81.11
Junior Caretaker allowance for C&C caretakers in Dublin area where shift working arrangements have been approved	€30.04

⁷ Payroll code: MA03 & MA03NE

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

GENERAL OPERATIVE⁸	Rate from 01/10/2023	New Entrant Rate from 01/10/2023
1	€34,655	€31,483
2	€34,910	€32,246
3	€35,014	€34,655
4	€35,114	€34,910
5	€35,215	€35,014
6	€35,324	€35,114
7	€35,324	€35,215
8	€35,324	€35,324
9	€35,324	€35,324
10	€35,416	€35,324
11	€35,557	€35,324
12	€35,695	€35,416
13	€35,834	€35,557
14		€35,695
15		€35,834

CLEANERS

	Rate from 01/10/2023	New Entrant Rate from 01/10/2023
CLEANER P/T Rate	€17.36	€15.92

⁸ Payroll code: MA04 & MA04NE