



Circular Letter 0045/2023

**To: The Managerial Authorities of Recognised Primary, Secondary,
Community, and Comprehensive Schools**

**Revision of salaries for Clerical Officers and Caretakers employed
in National Schools under the 1978/79 Scheme and Clerical Officers
employed in Post Primary Schools under the 1978 Scheme 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 and Clerical Officers and Caretakers employed in National Schools under the 1978/79 Scheme and Clerical Officers employed in Post Primary Schools under the 1978 Scheme of revised rates of salary 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 Clerical Officers and Caretakers employed in National Schools under the 1978/79 Scheme and Clerical Officers employed in Post Primary Schools under the 1978 Scheme set out in previous Circulars are superseded by the terms of this Circular with effect from 1 October 2023.
7. Overpayments will be dealt with in accordance with the procedures set out in Circular 0084/2015.

8. The pay of part-time 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.

Pensions in payment

9. 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.
10. 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.
11. 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

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

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Appendix 1

Grade III¹:

Scale Point	Pre-1 January 2011 Entrants 01/10/2023	Post-1 January 2011 Entrants 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	Pre-1 January 2011 Entrants 01/10/2023	Post-1 January 2011 Entrants 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
First Long Service Increment*	€49,588	€49,588
Second Long Service Increment**	€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

CARETAKERS

	Pre-1 January 2011 Entrants Annual Rate 01/10/2023	Pre-1 January 2011 Entrants Weekly Rate 01/10/2023	Post-1 January 2011 Entrants Annual Rate 01/10/2023	Post-1 January 2011 Entrants Weekly Rate 01/10/2023
CARETAKERS IN DUBLIN NATIONAL SCHOOLS³	€36,049	€690.85	€33,045	€633.30
	€36,299	€695.65	€33,794	€647.64
	€36,402	€697.61	€36,049	€690.85
	€36,497	€699.44	€36,299	€695.65
	€36,598	€701.37	€36,402	€697.61
	€36,598	€701.37	€36,497	€699.44
	€36,624	€701.89	€36,598	€701.37
	€36,724	€703.79	€36,598	€701.37
	€36,831	€705.84	€36,624	€701.89
	€36,935	€707.84	€36,724	€703.79
	€37,072	€710.47	€36,831	€705.84
	€37,212	€713.15	€36,935	€707.84
	€37,346	€715.72	€37,072	€710.47
			€37,212	€713.15
			€37,346	€715.72

³ Payroll Code: MA10 and MA10NE

	Pre-1 January 2011 Entrants Annual Rate 01/10/2023	Pre-1 January 2011 Entrants Weekly Rate 01/10/2023	Post-1 January 2011 Entrants Annual Rate 01/10/2023	Post-1 January 2011 Entrants Weekly Rate 01/10/2023
CARETAKERS IN NATIONAL SCHOOLS OUTSIDE DUBLIN (AND CORK CITY POST 1989)⁴	€36,217	€694.07	€33,198	€636.22
	€36,403	€697.64	€33,936	€650.36
	€36,577	€700.97	€36,217	€694.07
	€36,577	€700.97	€36,403	€697.64
	€36,598	€701.38	€36,577	€700.97
	€36,700	€703.34	€36,577	€700.97
	€36,799	€705.22	€36,598	€701.38
	€36,901	€707.19	€36,700	€703.34
	€37,003	€709.14	€36,799	€705.22
	€37,113	€711.25	€36,901	€707.19
	€37,220	€713.30	€37,003	€709.14
	€37,335	€715.50	€37,113	€711.25
	€37,436	€717.43	€37,220	€713.30
			€37,335	€715.50
			€37,436	€717.43

⁴ Payroll Code: MA34 and MA34NE

	Pre-1 January 2011 Entrants Annual Rate 01/10/2023	Pre-1 January 2011 Entrants Weekly Rate 01/10/2023	Post-1 January 2011 Entrants Annual Rate 01/10/2023	Post-1 January 2011 Entrants Weekly Rate 01/10/2023
CARETAKERS IN NATIONAL SCHOOLS OUTSIDE DUBLIN (and CORK CITY POST 1989)⁵ PHASE I OF PCW AWARD PAID ONLY	€35,314	€676.78	€32,076	€614.71
	€35,314	€676.78	€32,825	€629.07
	€35,356	€677.59	€35,314	€676.78
	€35,454	€679.46	€35,314	€676.78
	€35,552	€681.34	€35,356	€677.59
	€35,653	€683.28	€35,454	€679.46
	€35,753	€685.18	€35,552	€681.34
	€35,855	€687.15	€35,653	€683.28
	€35,956	€689.08	€35,753	€685.18
	€36,066	€691.18	€35,855	€687.15
	€36,177	€693.31	€35,956	€689.08
	€36,290	€695.47	€36,066	€691.18
	€36,394	€697.47	€36,177	€693.31
			€36,290	€695.47
			€36,394	€697.47

⁵ Payroll Code: MA35 and MA35NE