



**Circular Letter 0042/2023**

**To: The Managerial Authorities of Recognised Primary, Secondary,  
Community, and Comprehensive Schools  
and  
The Chief Executives of Education and Training Boards**

**Revision of Salaries for Special Needs Assistants (SNAs) 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 managerial authorities and SNAs of revised rates of salary of certain staff as with effect from 1 October 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 of affected staff are set out in Appendix 1.
6. Hourly casual rates for SNAs are attached at Appendix 2.
7. All salary scales and hourly casual rates payable to SNAs set out in previous Circulars are superseded by the terms of this Circular with effect from 1 October 2023.
8. Overpayments will be dealt with in accordance with the procedures set out in Circulars 0084/2015 or 0032/2016 for staff employed by ETBs.

## 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](mailto:pensions@per.gov.ie).
11. Single Public Service Pension Scheme ('Single Scheme') pensions are updated 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/Education and Training Boards and its contents are brought to the attention of all SNAs 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](mailto:NTSPayroll@education.gov.ie)

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18 September 2023

## Appendix 1

### Special Needs Assistants<sup>i</sup>

<b>Special Needs Assistant (Child Care)</b>	<b>Rates from 01/10/2023</b>	<b>New Entrants Rates from 01/10/2023</b>
	€ 29,748	€27,632
	€ 30,598	€29,330
	€ 31,835	€29,748
	€ 33,077	€30,598
	€ 34,321	€31,835
	€ 35,222	€33,077
	€ 36,244	€34,321
	€ 37,428	€35,222
	€ 38,269	€36,244
	€ 39,444	€37,428
	€ 40,625	€38,269
	€ 42,850	€39,444
		€40,625
		€42,850
<b>Long Service Increment*</b>	€ 45,585	€45,585

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

## Appendix 2

### CASUAL SNA HOURLY PAY RATES<sup>ii</sup>

<b>Status of Substitute SNA</b>	<b>Ongoing Rate from 01/10/2023</b>	<b>Statutory Annual Leave Rate from 01/10/2023</b>
SNAs appointed on or before 31 December 2010	€16.39	€1.43
SNAs appointed on or after 1 January 2011	€15.23	€1.32

*This is the value of Statutory Annual Leave accumulated per hour worked*

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<sup>i</sup> Payroll Code SNA01 & SNA02

<sup>ii</sup> Payroll Code SNA03 & SNA04