



**Circular Letter 0046/2023**

**To: The Boards of Management 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 October 2023**

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.

**Salary Increases**

5. Revised salary scales to affected staff are superseded by the terms of this Circular with effect from 1 October 2023 are set out in Appendix 1. The corresponding Hourly rates for School Secretaries are included so as to provide further clarity for secretaries.
6. Hourly casual rates for School Secretaries are attached at Appendix 2.
7. All salary scales and hourly casual rates payable to School Secretaries set out in previous Circulars are superseded by the terms of this Circular with effect from 1 October 2023.
8. Overpayments will be dealt with in accordance with the procedures set out in Circulars 0084/2015.

## **Circulation and Queries**

9. 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.
10. This Circular can be accessed on the Department's website under <https://www.gov.ie/en/circulars/>
11. Enquiries regarding this Circular should be e-mailed to: [NTSPayroll@education.gov.ie](mailto:NTSPayroll@education.gov.ie)

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Payroll

03 October 2023

## Appendix 1

### School Secretaries

School Secretary	Annual Rates from 01/10/2023	Hourly Rates from 01/10/2023
Point 1	€27,895	€14.45
Point 2	€29,611	€15.34
Point 3	€30,032	€15.56
Point 4	€30,891	€16.00
Point 5	€32,142	€16.65
Point 6	€33,395	€17.30
Point 7	€34,652	€17.95
Point 8	€35,561	€18.42
Point 9	€36,594	€18.95
Point 10	€37,789	€19.57
Point 11	€38,639	€20.01
Point 12	€39,825	€20.63
Point 13	€41,020	€21.25
Point 14	€43,266	€22.41
Point 15	€43,266	€22.41
Point 16	€43,266	€22.41
Point 17	€43,266	€22.41
<b>Long Service Increment*</b>	€44,861	€23.24

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

Hourly rates are calculated on the basis of a Full Time Post – i.e. 37 hours per week for 52.18 weeks, with 22 days annual leave. Salary is evenly distributed across the year for Secretaries who have elected to have their salaries ‘annualised’ (i.e. who work less than 52.18 weeks per annum, but whose salary is spread across the full year). Due to the salary being annualised across 52.18 weeks per year, the effective hourly rate may appear lower than the rates published above in the Circular.

**Appendix 2**

**School Secretary**

<b>Status of Substitute School Secretary</b>	<b>Ongoing Rate from 01/10/2023</b>	<b>Statutory Annual Leave Rate from 01/10/2023</b>
	€13.29	€1.16