



Circular Number: 0074/2019

**To: The Management Authorities of Recognised Primary Schools and Chief Executives of Education and Training Boards (ETBs)**

**Revision of Pay Rates in 2020 for School Secretaries, Caretakers and Cleaners employed by the Boards of Management of Recognised Primary Schools or by ETBs in Community National Schools using Ancillary Services Grant funding**

### Introduction

I am directed by the Minister for Education and Skills to refer to the pay of grant-funded School Secretaries and Caretakers and the Financial Emergency Measures in the Public Interest Act (*Unwinding of FEMPI – Public Service Stability Agreement 2018 – 2020*).

### Key Dates

<b>1 January 2020</b> <i>Unwinding of FEMPI</i>	*Annualised salaries up to €32,000 to increase by 0.5%. This applies to grant funded School Secretaries & Caretakers who <b>are</b> paid on a salary scale equivalent to a public service salary scale and also Cleaners employed by schools using Ancillary or Capitation grant funding. (Facilitated by increase given in Ancillary Grant in March 2020). Part A (1) & (2) refers
<b>1 October 2020</b> <i>Unwinding of FEMPI</i>	Annualised salaries to increase by 2%. This applies to School Secretaries & Caretakers who <b>are</b> paid on a salary scale equivalent to a public service salary scale and also Cleaners employed by schools using Ancillary or Capitation grant funding. (Facilitated by increase given in Ancillary Grant in March 2020). Part A (1) & (2) refers

### Note:

\*The arbitration process of 2015 concluded on 31<sup>st</sup> December 2019 and no further additional funding will be provided.

**PART A** of this Circular which refers to pay increases under FEMPI Act (*Unwinding of FEMPI – Public Service Stability Agreement 2018 – 2020*) with effect from 1 January and 1 October 2020 applies to:

- School Secretaries and Caretakers employed by Boards of Management of schools and by ETBs in Community National Schools whose pay is funded from the Ancillary Services grant paid to schools by this Department and who **are** currently paid on a salary scale equivalent to a public service salary scale and
- Cleaners employed by schools whose pay is funded from the ancillary or capitation grant paid to schools by this Department.

**PART B** of this Circular sets out the revised rates of the Ancillary Services Grant in order to enable schools to pay the revised pay rates set out in Part A during 2020.

## **The Purpose of the Ancillary Grant**

The Ancillary Services Grant is intended to cater for the cost of employing Secretarial and Caretaking staff. This grant is paid to those schools that have not been provided with secretarial and/or caretaking assistance under the 1978/1979 schemes.

If a school has a full-time secretary under the 1978/1979 schemes who is paid directly through the Non-Teaching Staff Payroll operated by the Department, but does not have a caretaker employed under the terms of these schemes, the school is entitled to receive reduced grant assistance in respect of caretaking services.

The same arrangement applies if a school has a full-time caretaker employed under the terms of the 1978/1979 schemes who is paid directly through the Non-Teaching Staff Payroll operated by the Department, but does not have a secretary under these schemes, the school is entitled to receive reduced grant assistance in respect of secretarial services.

The Capitation Grant provided for general running costs and the Ancillary Services Grant provided Secretarial and Caretaking services may be regarded as a common grant from which the Board of Management can allocate according to its own priorities. Please see Circular 0040/2009 for more information which is available at [Active Circulars - Department of Education and Skills](#)

## **Clustering of schools**

In certain areas it may be that schools would wish to cluster with other schools in their locality and use the grant money received by all those schools to employ a person or persons who could undertake secretarial, caretaking or other ancillary work on behalf of all schools in the cluster. The Department would have no difficulty with schools adopting such an approach and it is a matter for schools, in consultation with neighbouring schools, to decide if such a policy is feasible in their own particular circumstances.

The Board of Management of schools who wish to cluster with other schools as outlined above should note the following in relation to ancillary staff working in a number of different schools:

- There must be individual contracts for each school that they are employed in as the Board of Management of each individual school will be the employer.
- There must be individual payslips for each employment.
- The ancillary staff should be paid out of the individual schools bank account. Schools should not share bank accounts in order to pay shared staff.

## **Circulation and Queries**

Please ensure that the contents of this Circular are brought to the attention of all members of the Board of Management and all relevant staff in the school.

This Circular can be accessed on the Department's website under <http://www.education.ie>.

Queries regarding the implementation of this Circular should be addressed to the relevant school management body in the first instance.

Tara Carton  
External Staff Relations

Tom Deegan  
Schools Division Financial

10<sup>th</sup> December 2019

## **PART A**

### **Pay increases**

1. The purpose of Part A of this Circular is to inform management authorities of the pay increases payable from 1 January 2020 and 1 October 2020 under the Financial Emergency Measures in the Public Interest Act (*Unwinding of FEMPI – Public Service Stability Agreement 2018 – 2020*) to:
  - School Secretaries and Caretakers employed by schools using ancillary grant funding who are currently paid on a salary scale equivalent to a public service salary scale and
  - Cleaners employed by schools using ancillary or capitation grant funding

### **Application of the Financial Emergency Measures in the Public Interest Act (*Unwinding of FEMPI – Public Service Stability Agreement 2018 – 2020*)**

2. In accordance with the Financial Emergency Measures in the Public Interest Act (*Unwinding of FEMPI – Public Service Stability Agreement 2018 – 2020*) the following increases are payable:
  - With effect from 1 January 2020, annualised salaries up to €32,000 increase by 0.5%
  - With effect from 1 October 2020, annualised salaries to increase by another 2%

The pay of part-time staff should be revised on a pro-rata basis, in accordance with normal arrangements, by reference to the pay of whole-time staff to which they are related for pay purposes. Please note that the pro-rata pay calculation is based on a whole time equivalent of 39 hours.

## PART B

### Revised Rates of Ancillary Services Grant funding to Schools

(For payment in March 2020)

#### **1. Mainstream Schools**

The Ancillary services grant is based on the enrolment figure on 30<sup>th</sup> September in the current school year. The grant paid to a school with an enrolment of equal to or less than 60 pupils is based on a minimum enrolment of 60 pupils, while the maximum grant paid is based on an enrolment figure of 500 pupils.

The standard full rate ancillary services grant is increased by €2 from €169 to €171 per pupil.

The standard reduced rate grant is increased by €1 from €87 to €88 per pupil.

(Applicable for schools that have either a secretary or caretaker under the 1978/79 scheme and paid via the payroll operated by the Department.)

#### **2. Special Schools**

Special schools are paid the Ancillary Services grant based on the number of authorised fulltime teaching staff approved by the Department for the school as outlined below. The maximum grant is paid based on a ceiling of 16 teachers.

No of Teachers	Full Grant	Reduced Grant
1	€12,540	€6,420.00
2	€12,958	€6,634.00
3	€20,064	€10,272.00
4	€27,170	€13,910.00
5	€34,276	€17,548.00
6	€41,173	€21,079.00
7	€47,652	€24,396.00
8	€53,922	€27,606.00
9	€56,848	€29,104.00
10	€63,745	€32,635.00
11	€70,642	€36,166.00
12	€77,539	€39,697.00
13	€84,436	€43,228.00
14	€91,333	€46,759.00
15	€98,230	€50,290.00
16	€104,500	€53,500.00

The revised rates include provision for Employer's PRSI.