



Circular Letter 0077/2024

**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 the Public
Service Agreement 2024 – 2026**

Application of pay adjustments with effect from 1 October 2024

Introduction

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 2024 in accordance with the Public Service Agreement 2024 – 2026.
2. This circular sets out the increases to pay due on 1 October 2024 as provided for under the Agreement.

Salary increases to be implemented under Public Service Agreement 2024-2026

3. Under Public Service Agreement 2024-2026, a 1% (or €500 whichever is greater) pay adjustment was agreed and will be implemented with effect from 1 October 2024.
4. In accordance with Section 3.1 of the Public Service Agreement whole-time annual basic scale salaries will be increased by 1% (or €500 whichever is greater) with effect from 1 October 2024.
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Secretaries and School Maintenance Staff in Community and Comprehensive Schools set out in previous Circulars are superseded by the terms of this Circular with effect from 1 October 2024.
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.

Allowances

9. The Agreement also provides for increases to allowances in the nature of pay of 1% from 1 October 2024. 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 in effect from 1 October 2024.

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.

Pension Increases

11. The principle of pay parity in pension increases for pre-existing public service schemes¹ has been agreed up to 30 June 2026 in line with the Public Service Agreement 2024-2026. Civil service pension increases should be passed on to pensions in line with that policy.
12. 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 this Circular.

Pension revisions for pre-existing public service pension schemes

13. The pensions of those who are members of a pre-existing public service pension scheme (Non-Single Scheme) which are in payment from 1 October 2024 in respect of former Public Servants who served in grades to which this circular applies, will be adjusted as appropriate in the normal way, by reference to the revisions of basic pay set out in this Circular. Departments/Offices which, under delegated authority, grant pensions and lump sums may, subject to any necessary prior consultation with this Department, revise pension payments strictly in accordance with this circular.
14. The lump sums of the officers in the grades to which this Circular applies who retired on or after 1 October 2024 should also be revised by reference to the revisions of basic pay set out in this circular as appropriate. Deductions from lump sums in respect of non-periodic contributions (such as under Spouses and Children's Pension Schemes) should also be adjusted in these cases. The lump sum of officers in the grades to which this circular applies who retired before 1 October 2024 should not be adjusted.

¹ Pre-existing Public Service Pension schemes, as defined in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

15. Pensions for officers who retired after 1 October 2024 which were evaluated for the Pension Benefit Cap² under Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012, will need to be re-evaluated in the context of the increases outlined in this circular.
16. Pensions for officers who are currently re-employed in the public service and whose pensions were evaluated for Pension Abatement³ under Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012, will need to be re-evaluated in the context of the increases outlined in this circular. A pensioner, not previously subject to abatement, may now be subject to abatement as a result of the increases.

Pension revisions for the Single Public Service Pension Scheme

17. For Single Scheme pensioners who were working as public servants (in grades to which this circular applies) on 1 October 2024 and subsequently retired in the period from 1 October 2024 until such date as this pay adjustment takes effect, their referable amounts accrued, and contribution deductions owed will be re-calculated. Lump sum and pensions paid will then be adjusted, as appropriate.

This aforementioned calculation should also be undertaken by Relevant Authorities for the following classes:

- Cost-Neutral Early Retirement (CNER)
- Ill-Health Retirement (including Short Service Gratuity)
- Pension Adjustment Orders (PAOs)
- Death-in-Service (Spouse / Partner / Eligible Child)
- Death Gratuity
- Any other relevant cases

Final Retirement Benefit Statements and Leaver Statements for Single Scheme members in the grades to which this circular applies, who were working as public servants on the dates of the revisions of basic pay and who subsequently retired or left their respective Relevant Authority may also have to be adjusted, as appropriate.

Please note that, as previously stated, the lump sum and pensions of officers in the grades to which this circular applies who retired before 1 October 2024 should not be adjusted.

Circulation and queries

18. 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.
19. This Circular can be accessed on the Department's website under <https://www.gov.ie/en/circulars/>

² Circular 13/2020 Guidance on the application of the Pensions Benefit Cap under section 52 (6) and (7) of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

³ Circular 24/2022 Guidance on the application of Abatement of Public Service Occupational Pensions.

20. Enquiries regarding this Circular should be e-mailed to sdfinfo@education.gov.ie

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30 September 2024

Appendix 1:

PAY SCALES FOR SCHOOL SECRETARIES IN COMMUNITY AND COMPREHENSIVE SCHOOLS WITH EFFECT FROM 1ST OCTOBER 2024

Grade III⁴:

Scale Point	Rate from 01/10/2024	New Entrant Rate from 01/10/2024
1	€31,969	€29,811
2	€32,836	€31,543
3	€34,099	€31,969
4	€35,366	€32,836
5	€36,635	€34,099
6	€37,553	€35,366
7	€38,596	€36,635
8	€39,803	€37,553
9	€40,661	€38,596
10	€41,860	€39,803
11	€43,067	€40,661
12	€45,335	€41,860
13	€45,335	€43,067
14		€45,335
15		€45,335
Long Service Increment*	€46,946	€46,946

** After 3 years satisfactory service at the maximum*

⁴ Payroll code: G3 & G3NE

Grade IV⁵:

Scale Point	Rate from 01/10/2024	New Entrant Rate from 01/10/2024
1	€37,217	€34,259
2	€39,355	€36,365
3	€41,316	€37,217
4	€43,035	€39,355
5	€44,695	€41,316
6	€46,938	€43,035
7	€48,559	€44,695
8	€50,207	€46,938
9		€48,559
10		€50,207
Long Service Increment 1*	€51,733	€51,733
Long Service Increment 2**	€53,301	€53,301

** After 3 years satisfactory service at the maximum*

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

⁵ Payroll code: G4 & G4NE

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

Caretaker⁶	Rate from 01/10/2024	New Entrant Rate from 01/10/2024
On Recruitment	€38,205	€35,157
after 6 months	€38,389	€35,889
after 1½ years	€38,565	€38,205
after 2½ years	€38,565	€38,389
after 3½ years	€38,579	€38,565
after 4½ years	€38,678	€38,565
after 5½ years	€38,776	€38,579
after 6½ years	€38,882	€38,678
after 7½ years	€38,983	€38,776
after 8½ years	€39,087	€38,882
after 9½ years	€39,198	€38,983
after 10½ years	€39,309	€39,087
after 11½ years	€39,412	€39,198
after 12½ years		€39,309
after 13½ years		€39,412

⁶ Payroll code: MA01 & MA01NE

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

Attendant⁷	Rate from 01/10/2024	New Entrant Rate from 01/10/2024
On Recruitment	€37,321	€34,353
after 6 months	€37,506	€35,089
after 1½ years	€37,677	€37,321
after 2½ years	€37,777	€37,506
after 3½ years	€37,879	€37,677
after 4½ years	€37,975	€37,777
after 5½ years	€38,077	€37,879
after 6½ years	€38,178	€37,975
after 7½ years	€38,284	€38,077
after 8½ years	€38,391	€38,178
after 9½ years	€38,499	€38,284
after 10½ years	€38,499	€38,391
after 11½ years	€38,538	€38,499
after 12½ years		€38,499
after 13½ years		€38,538

⁷ 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)**

Caretaker⁸	Rate from 01/10/2024	New Entrant Rate from 01/10/2024
On Recruitment	€38,173	€35,129
after 6 months	€38,359	€35,862
after 1½ years	€38,536	€38,173
after 2½ years	€38,536	€38,359
after 3½ years	€38,553	€38,536
after 4½ years	€38,649	€38,536
after 5½ years	€38,748	€38,553
after 6½ years	€38,851	€38,649
after 7½ years	€38,954	€38,748
after 8½ years	€39,058	€38,851
after 9½ years	€39,167	€38,954
after 10½ years	€39,277	€39,058
after 11½ years	€39,382	€39,167
after 12½ years		€39,277
after 13½ years		€39,382

⁸ Payroll code: MA02 & MA02NE

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

Attendant⁹	Rate from 01/10/2024	New Entrant Rate from 01/10/2024
On Recruitment	€37,290	€34,325
after 6 months	€37,478	€35,063
after 1½ years	€37,650	€37,290
after 2½ years	€37,747	€37,478
after 3½ years	€37,848	€37,650
after 4½ years	€37,949	€37,747
after 5½ years	€38,045	€37,848
after 6½ years	€38,152	€37,949
after 7½ years	€38,253	€38,045
after 8½ years	€38,362	€38,152
after 9½ years	€38,468	€38,253
after 10½ years	€38,580	€38,362
after 11½ years	€38,580	€38,468
after 12½ years		€38,580
after 13½ years		€38,580

⁹ Payroll code: MA08 & MA08NE

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

CARETAKERS¹⁰	Rate from 01/10/2024	New Entrant Rate from 01/10/2024
1	€36,668	€33,462
2	€36,926	€34,231
3	€37,032	€36,668
4	€37,136	€36,926
5	€37,231	€37,032
6	€37,231	€37,136
7	€37,231	€37,231
8	€37,231	€37,231
9	€37,322	€37,231
10	€37,431	€37,231
11	€37,576	€37,322
12	€37,717	€37,431
13	€37,857	€37,576
14		€37,717
15		€37,857

	From 01/10/2024
Senior Caretaker Allowance	€87.31
Junior Caretaker Allowance	€34.04

	From 01/10/2024
Senior Caretaker allowance for C&C caretakers in Dublin area where shift working arrangements have been approved	€84.61
Junior Caretaker allowance for C&C caretakers in Dublin area where shift working arrangements have been approved	€31.33

¹⁰ Payroll code: MA03 & MA03NE

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

GENERAL OPERATIVE¹¹	Rate from 01/10/2024	New Entrant Rate from 01/10/2024
1	€36,638	€33,434
2	€36,895	€34,204
3	€37,001	€36,638
4	€37,101	€36,895
5	€37,203	€37,001
6	€37,313	€37,101
7	€37,313	€37,203
8	€37,313	€37,313
9	€37,313	€37,313
10	€37,407	€37,313
11	€37,549	€37,313
12	€37,688	€37,407
13	€37,829	€37,549
14		€37,688
15		€37,829

CLEANERS

	Rate from 01/10/2024	New Entrant Rate from 01/10/2024
CLEANER P/T Rate	€18.34	€16.88

¹¹ Payroll code: MA04 & MA04NE