



Circular Letter 0010/2026

To: The Managerial Authorities 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 and Bus Escorts

Application of pay adjustments with effect from 01 February 2026

Introduction

1. The Minister for Education and Youth wishes to inform managerial authorities, School Secretaries and Bus Escorts previously funded under ancillary grant funding of revised rates of salary with effect from 01 February 2026.
2. This circular sets out the new scale for secretaries 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 for secretaries 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.
5. This circular also sets out the new pay rate for school bus escorts employed by schools who are funded under ancillary grant funding by the Department.

Increases in Salaries

6. Whole-time annual basic scale salaries will be increased by 1% (or €500 whichever is greater) with effect from 01 February 2026.
7. School bus escorts hourly rate will increase by 1% with effect from 01 February 2026.
8. Revised salary scales to affected staff are superseded by the terms of this Circular with effect from 01 February 2026. The corresponding hourly rates for School Secretaries and School Bus Escorts are included so as to provide further clarity.
9. Hourly casual rates for School Secretaries are attached at Appendix 2.

10. Hourly rates for School Bus Escorts are attached at Appendix 3.
11. All salary scales and hourly casual rates payable to School Secretaries set out in previous Circulars are superseded by the terms of this Circular with effect from 01 February 2026.
12. Overpayments will be dealt with in accordance with the procedures set out in [Circular 0084/2015](#).

Circulation and Queries

13. 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.
14. This Circular can be accessed on the Department's website under <https://www.gov.ie/en/circulars/>
15. Individual payroll queries should be forwarded as follows:
<https://cs.education.gov.ie/>
16. Individual Escort Payment Queries should be forwarded by schools to:
escorttransport@education.gov.ie

Caoimhe Allman
Principal Officer
External Staff Relations

Michael Donoghue
Principal Officer
Payroll

27 January 2026

Appendix 1

School Secretaries

| School Secretary | Rates from 01/02/2026 | Hourly Rates from 01/02/2026 |
|--------------------------------|--------------------------|---------------------------------|
| | €31,619 | €16.38 |
| | €33,368 | €17.28 |
| | €33,799 | €17.51 |
| | €34,674 | €17.96 |
| | €35,950 | €18.62 |
| | €37,230 | €19.28 |
| | €38,511 | €19.95 |
| | €39,439 | €20.43 |
| | €40,492 | €20.97 |
| | €41,711 | €21.60 |
| | €42,578 | €22.05 |
| | €43,789 | €22.68 |
| | €45,008 | €23.31 |
| | €47,298 | €24.50 |
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| Long Service Increment* | €48,925 | €25.34 |

** after 3 years satisfactory service at the maximum*

Appendix 2

Substitute School Secretary

| | Ongoing Rate from 01/02/2026 | Statutory Annual Leave Rate from 01/02/2026 |
|------------------------------------|---|--|
| Substitute School Secretary | €15.07 | €1.31 |

Appendix 3

| | Ongoing Rate from 01/02/2026 |
|-------------------|---|
| Bus Escort | €15.82 |