

2008/2009 Financial Guideline 03

Salary Scales for Privately Paid School Secretaries and Caretakers

JMB Recommended Guidelines

Introduction

This guideline contains recommended salary scales for privately paid school secretaries and caretakers in Voluntary Secondary schools. In such schools, secretaries (except those paid by the Department of Education and Science under the 1978 scheme) and all caretakers are employed in a private capacity by the Management Authorities of the school. As such they are private employees and the rate of pay is a matter for negotiation between the Board of Management and the employee.

However, as a matter of equity and justice the JMB and the FSSU strongly recommends Boards of Management to adopt pay scales comparable to those applying to similar employees in other sectors. The scales outlined in this guideline are calculated based on scales applying to secretaries and caretakers in the Community and Comprehensive sector and in the VEC but excluding benchmarking increases which only apply to the public sector.

Secretarial and Caretaking Grants

The current grants and supports payable to non-fee paying voluntary secondary schools are as follows:

- Secretarial Grant (This grant is not paid to schools who have a Secretary paid under the 1978 Scheme). **€38.10 per capita (Max. €13,332.00)**
- Caretaker Grant **€31.75 per capita (Max. €11,110.00)**
- Equalisation Grants: Secretary: **€25.35 per capita (Min. €5,078.00, Max. €8,888.00)**
Caretaker: **€19.05 per capita (Min. €3,810.00, Max. €6,666.00)**
- Support Services Grant: **€204 per capita (2008) (Min. €40,800 – No Max.)**

The Support Services Grant is part of the general school fund and does not have to be used for a specific purpose. It may be used at the discretion of the Board of Management to enhance secretarial and caretaking services.

Recommended Salary Scales for School Secretaries (No Benchmarking)

Grade 111

Schools with 39 or less WTE'S

YEAR	01/01/2006	01/07/2006 3%	01/01/2007 2%	01/10/2007 2.50%	01/04/2008 2.50%
1	20,381	20,992	21,412	21,948	22,496
2	21,335	21,975	22,415	22,975	23,549
3	22,290	22,959	23,418	24,003	24,603
4	23,245	23,942	24,421	25,032	25,658
5	23,775	24,488	24,978	25,602	26,243
6	25,159	25,914	26,432	27,093	27,770
7	25,634	26,403	26,931	27,604	28,294
8	27,266	28,084	28,646	29,362	30,096
9	27,705	28,536	29,107	29,835	30,580
10	28,551	29,408	29,996	30,746	31,514
11	29,940	30,838	31,455	32,241	33,047
12	31,758	32,711	33,365	34,199	35,054
15*	33,028	34,019	34,699	35,567	36,456

*Long Service Increment payable after 3 years on point 12

Grade IV

Schools with 40 or more WTE'S

YEAR	01/01/2006	01/07/2006 3%	01/01/2007 2%	01/10/2007 2.50%	01/04/2008 2.50%
1	24,900	25,647	26,160	26,814	27,484
2	26,715	27,516	28,067	28,768	29,488
3	28,548	29,404	29,993	30,742	31,511
4	29,914	30,811	31,428	32,213	33,019
5	32,147	33,111	33,774	34,618	35,483
6	33,018	34,009	34,689	35,556	36,445
7	34,310	35,339	36,046	36,947	37,871
8	35,617	36,686	37,419	38,355	39,314
11*	36,826	37,931	38,690	39,657	40,618
14**	38,038	39,179	39,963	40,962	41,986

*Long Service Increment 1 payable after 3 years on point 8.

**Long Service Increment 2 payable after 3 years on point 11.

Recommended Salary Scales for Caretakers (No Benchmarking) – Weekly Rates

YEAR	01/01/2006	01/07/2006 3%	01/01/2007 2%	01/10/2007 2.50%	01/04/2008 2.50%
1	454.45	468.08	477.45	489.38	501.62
2	457.05	470.76	480.18	492.18	504.49
3	459.54	473.33	482.79	494.86	507.23
4	461.11	474.94	484.44	496.55	508.97
5	462.68	476.56	486.09	498.24	510.70
6	464.32	478.25	487.81	500.01	512.51
7	465.92	479.90	489.50	501.73	514.28
8	467.79	481.82	491.46	503.75	516.34
9	469.29	483.37	493.04	505.36	518.00
10	471.02	485.15	494.85	507.22	519.91
11	472.84	487.03	496.77	509.18	521.91
12	474.00	488.22	497.98	510.43	523.19
13	476.10	490.38	500.19	512.70	525.51

All rates of pay listed above are only guidelines and individual schools are entitled to make their own arrangements by agreement with employees.

The current agreement applying to these scales expires on September 30, 2008.

Benchmarking

As stated above, a Voluntary Secondary school is a **private sector** employer and is not bound by benchmarking agreements applied to the **public sector**. A recent Labour Court decision upholds this view.

However, some school authorities have decided that their secretaries and caretakers should be paid at the same rates applicable in the Community and Comprehensive sector. Individual schools are quite free to make such arrangements with their employees assuming ability to pay.

Where school authorities decide to apply wage rates including benchmarking, the rates of pay applicable are available on the Department of Education and Science website at www.education.ie. The most recent guidelines showing pay scales including benchmarking are in **Circular Pay 0044/2008** for school Secretaries and **Circular Letter No. 0045/2008** for Caretakers.

School Cleaners

There is no recommended pay scale for cleaners employed directly by the school. The recommended rate for cleaners in the public service is **€12.37** per hour (excluding benchmarking). As is the case for all private employees, these rates are only guidelines and the actual rate to be paid is determined by the Board of Management following consultation with the employees concerned.

However, as for all employers, the school authorities are obliged to pay the minimum wage at the very least which is currently fixed at **€8.65**.

Pensions for School Employees

School management authorities, in line with other employers, are obliged to provide access for all employees to a PRSA scheme (See DES Circular PEN 16/03 and JMB Bulletin 54, 2002/2003). However, there is no legal obligation to contribute to a private pension scheme for employees where schools cannot afford it.

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September 2008.**