



Emmet House,
Milltown, Dublin 14
Tel: 01-2838255
Fax: 01-2695461
Web: www.jmb.ie

JMB Financial Support Services Unit

Director: Fergus Dunne
Email: fergusd@secretariat.ie

Salary Scales for Privately Paid School Secretaries and Caretakers

JMB Recommended Guidelines

Introduction

Following a number of queries from schools regarding salary scales for school secretaries and caretakers, the JMB has decided to publish its own recommended guidelines. In Voluntary Secondary Schools, school 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 who cannot be classed as public servants. For this reason, they are not entitled to benchmarking awards which apply to public servants such as secretaries and caretakers employed in Community and Comprehensive Schools.

Secretarial and Caretaking Grants

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

- Secretarial Grant (PESP) (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 (PESP)
€31.75 per capita (Max. €11,110.00)
- Equalisation Grants:
€19.05 per capita payable to all schools (Min. €3,810.00, Max. €6,666.00)
€25.35 per capita payable to schools not in 1978 Secretary Scheme (Min. €5,078.00, Max. €8,888.00)
- Support Services Grant:
€145.04 per capita (from January 2005) (Min. €29,008.00 – 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.

Recent Wage Agreement Increases Applicable to ALL Employees

01/10/2002	PPF Agreement	4%	(9 months)
01/07/2003	Sustaining Progress 1	3%	(9 months)
01/04/2004	Sustaining Progress 1	2%	(6 months)
01/10/2004	Sustaining Progress 1	2%	(3 months)
01/01/2005	Sustaining Progress 2	1.5%	(6 months)
01/07/2005	Sustaining Progress 2	1.5%	(6 months)
01/01/2006	Sustaining Progress 2	2.5%	(6 months)

Benchmarking Increases for Public Sector Employees

The following rates of increases are applicable to public sector employees in addition to the rates above:

01/06/2003	3.25% of which 25% was backdated to December, 2001.
01/01/2004	6.5%. Only paid on verification of compliance with modernisation and change
01/06/2005	3.25%. Only paid subject to verification.

N.B. The dates for all increases under the Sustaining Progress Agreement, Parts 1 and 2 are indicative only. What matters is that the percentage increases are applied for the period of time specified (e.g. 6 months or 9 months) following any previous increases.

Recommended Salary Scales for School Secretaries (No Benchmarking)

Grade III Schools with 39 or less WTE'S

PPF	Sustaining Progress Part 1 7% over 18 months			Sustaining Progress Part 2 5.5% over 18 months		
	1/10/2002	1/7/03	1/4/04	1/10/04	1/1/05	1/7/05
4% 9 months	3% 9months	2% 6months	2% 3months	1.5% 6months	1.5% 6months	2.5% 6months
€18,012	€18,552	€18,923	€19,302	€19,591	€19,885	€20,382
€18,856	€19,422	€19,810	€20,206	€20,509	€20,817	€21,337
€19,699	€20,290	€20,696	€21,110	€21,426	€21,748	€22,291
€20,546	€21,162	€21,586	€22,017	€22,348	€22,683	€23,250
€21,390	€22,032	€22,472	€22,922	€23,266	€23,615	€24,205
€22,235	€22,902	€23,360	€23,827	€24,185	€24,547	€25,161
€23,082	€23,774	€24,250	€24,735	€25,106	€25,483	€26,120
€23,921	€24,639	€25,131	€25,634	€26,019	€26,409	€27,069
€24,771	€25,514	€26,024	€26,545	€26,943	€27,347	€28,031
€25,610	€26,378	€26,906	€27,444	€27,856	€28,273	€28,980
€26,460	€27,254	€27,799	€28,355	€28,780	€29,212	€29,942
€28,052	€28,894	€29,471	€30,061	€30,512	€30,969	€31,744
€29,189	€30,065	€30,666	€31,279	€31,748	€32,225	€33,038 LSI

Grade IV Schools with 40 or more WTE'S

€22,006	€22,666	€23,120	€23,582	€23,936	€24,295	€24,902
€23,610	€24,318	€24,805	€25,301	€25,680	€26,065	€26,717
€25,231	€25,988	€26,508	€27,038	€27,443	€27,855	€28,551
€26,438	€27,231	€27,776	€28,331	€28,756	€29,188	€29,917
€27,607	€28,435	€29,004	€29,584	€30,028	€30,478	€31,240
€29,179	€30,054	€30,655	€31,269	€31,738	€32,214	€33,019
€30,323	€31,232	€31,856	€32,493	€32,980	€33,474	€34,310
€31,478	€32,422	€33,071	€33,732	€34,238	€34,752	€35,621
€32,546	€33,522	€34,193	€34,877	€35,400	€35,931	€36,829 1 st LSI
€33,617	€34,626	€35,318	€36,024	€36,565	€37,113	€38,041 2 nd LSI

Salary Scales for Caretakers Dublin Zone (No Benchmarking)

PPF	Sustaining Progress Part 1 7% over 18 months			Sustaining Progress Part 2 5.5% over 18 months		
	1/10/2002	1/7/03	1/4/04	1/10/04	1/1/05	1/7/05
4%	3%	2%	2%	1.5%	1.5%	2.5%
9months	9months	6months	3months	6months	6months	6months
€76.39	€87.67	€95.42	€103.32	€109.37	€115.51	€125.89
€79.96	€91.35	€99.17	€107.15	€113.25	€119.44	€129.92
€81.43	€92.87	€100.72	€108.73	€114.86	€121.08	€131.60
€82.88	€94.36	€102.24	€110.28	€116.43	€122.67	€133.23
€84.22	€95.68	€103.59	€111.66	€117.83	€124.09	€134.69
€85.78	€97.78	€105.29	€113.39	€119.59	€125.88	€136.52
€87.28	€98.89	€106.86	€114.99	€121.21	€127.82	€138.20
€88.65	€100.30	€108.30	€116.46	€122.70	€129.04	€139.76
€90.17	€101.87	€109.90	€118.09	€124.36	€130.72	€141.42
€91.73	€103.48	€111.54	€119.77	€126.06	€132.45	€143.26
€93.79	€105.60	€113.71	€121.98	€128.30	€134.72	€145.58
€95.81	€107.68	€115.83	€124.14	€130.50	€136.95	€147.48
€97.83	€109.76	€117.95	€126.30	€132.69	€139.18	€150.15

Salary Scales for Caretakers - Outside the Dublin Area (Including Cork City) (No Benchmarking)

PPF	Sustaining Progress Part 1			Sustaining Progress Part 2		
	7% over 18 months			5.5% over 18 months		
	1/10/02	1/7/03	1/4/04	1/10/04	1/1/05	1/7/05
4%	3%	2%	2%	1.5%	1.5%	2.5%
9months	9months	6months	3months	6months	6months	6months
€400.93	€412.95	€421.95	€430.37	€436.82	€443.37	€454.45
€403.59	€416.04	€424.36	€432.84	€439.33	€445.91	€457.05
€406.13	€418.31	€426.67	€435.20	€441.72	€447.34	€459.54
€407.51	€419.73	€428.12	€436.68	€443.23	€449.87	€461.11
€408.89	€421.15	€429.57	€438.18	€444.73	€451.40	€462.68
€410.33	€422.64	€431.09	€439.71	€446.30	€453.00	€464.32
€411.76	€424.11	€432.59	€441.24	€447.85	€454.56	€465.92
€413.29	€425.69	€434.20	€442.89	€449.53	€456.27	€467.68
€414.74	€427.18	€435.72	€444.43	€451.09	€457.85	€469.29
€416.27	€428.75	€437.32	€446.06	€452.75	€459.54	€471.02
€417.88	€430.41	€439.01	€447.79	€454.50	€461.31	€472.84
€419.49	€432.07	€440.71	€448.88	€455.61	€462.44	€474.00
€421.00	€433.63	€442.03	€450.87	€457.63	€464.49	€476.10

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 benchmarking increases, the rates of pay applicable are available on the Department of Education and Science website at www.education.ie. The most recent guidelines showing benchmarking pay scales are in Circulars CC 41/05 and Circular Pay 09/05 for school Secretaries and CC 24/05 for Caretakers.

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

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 **€8.98** per hour. However, as for all employers, the school authorities are obliged to pay the minimum wage at the very least which is currently fixed at **€7.65**. 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.

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.

**Fergus Dunne, Director,
JMB Financial Support Services Unit
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