



**Circular Letter 0053/2021**

**To: The Managerial Authorities of Recognised Primary, Secondary,  
Community, and Comprehensive Schools**

**Building Momentum - A New Public Service Agreement 2021-2022**

**Revision of salaries with effect from 1 October 2021 for 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**

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 2021.
2. The revised salary rates have been introduced as a result of the Building Momentum - A New Public Service Agreement 2021-2022.

**Salary Increase with effect from 1 October 2021**

3. Under the terms of Section 3 of the Building Momentum - A New Public Service Agreement 2021-2022, whole-time annual basic scale salaries will be increased by **1% or €500 whichever is greater** with effect from 1 October 2021.

**Revised salary scales**

4. Increased pay scales with effect from 1 October 2021 are set out at Appendix 1.
5. All salary scales payable to 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Scheme and Clerical Officers employed in Post Primary Schools under the 1978 Scheme set out in previous Circulars are superseded by the terms of this Circular with effect from 1 October 2021.
6. Overpayments will be dealt with in accordance with the procedures set out in Circular 0084/2015.

### **Part-time / hourly paid staff**

7. Part-time staff - 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.

### **Circulation and Queries**

8. 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 relevant staff in your employment including those on leave of absence.
9. This Circular can be accessed on the Department's website under <https://www.gov.ie/en/circulars/>
10. Enquiries regarding this Circular should be e-mailed to: [NTSPayroll@education.gov.ie](mailto:NTSPayroll@education.gov.ie)

Sinéad Keenaghan  
Principal Officer  
Payroll

30 September 2021

## Appendix 1

### Grade III:

<b>Scale Point</b>	<b>Pre-1 January 2011 Entrants 01/10/2021</b>	<b>Post-1 January 2011 Entrants 01/10/2021</b>
<b>1</b>	€ 27,116	€ 25,102
<b>2</b>	€ 27,925	€ 26,718
<b>3</b>	€ 29,103	€ 27,116
<b>4</b>	€ 30,285	€ 27,925
<b>5</b>	€ 31,469	€ 29,103
<b>6</b>	€ 32,326	€ 30,285
<b>7</b>	€ 33,299	€ 31,469
<b>8</b>	€ 34,426	€ 32,326
<b>9</b>	€ 35,226	€ 33,299
<b>10</b>	€ 36,345	€ 34,426
<b>11</b>	€ 37,469	€ 35,226
<b>12</b>	€ 39,587	€ 36,345
<b>13</b>	€ 39,587	€ 37,469
<b>14</b>		€ 39,587
<b>* Long Service Increment</b>	€ 41,090	€ 41,090

\* after 3 years satisfactory service at the maximum

**Grade IV:**

<b>Scale Point</b>	<b>Pre-1 January 2011 Entrants 01/10/2021</b>	<b>Post-1 January 2011 Entrants 01/10/2021</b>
<b>1</b>	€ 32,013	€ 29,252
<b>2</b>	€ 34,007	€ 31,218
<b>3</b>	€ 35,838	€ 32,013
<b>4</b>	€ 37,442	€ 34,007
<b>5</b>	€ 38,990	€ 35,838
<b>6</b>	€ 41,082	€ 37,442
<b>7</b>	€ 42,595	€ 38,990
<b>8</b>	€ 44,133	€ 41,082
<b>9</b>		€ 42,595
<b>10</b>		€ 44,133
<b>* 1<sup>st</sup> Long Service Increment</b>	€ 45,546	€ 45,546
<b>** 2<sup>nd</sup> Long Service Increment</b>	€ 46,966	€ 46,966

\* after 3 years satisfactory service at the maximum

\*\* after 3 years satisfactory service at the 1<sup>st</sup> Long Service Increment

## CARETAKERS

<b>CARETAKERS IN DUBLIN NATIONAL SCHOOLS</b>	<b>Pre-1 January 2011 Entrants 01/10/2021</b>	<b>Post-1 January 2011 Entrants 01/10/2021</b>
	€ 628.31	€ 574.07
	€ 632.83	€ 587.59
	€ 634.68	€ 628.31
	€ 636.41	€ 632.83
	€ 638.23	€ 634.68
	€ 638.23	€ 636.41
	€ 638.71	€ 638.23
	€ 640.50	€ 638.23
	€ 642.46	€ 638.71
	€ 644.32	€ 640.50
	€ 646.80	€ 642.46
	€ 649.33	€ 644.32
	€ 651.74	€ 646.80
		€ 649.33
		€ 651.74

<b>CARETAKERS IN NATIONAL SCHOOLS OUTSIDE DUBLIN (AND CORK CITY POST 1989)</b>	<b>Pre-1 January 2011 Entrants 01/10/2021</b>	<b>Post-1 January 2011 Entrants 01/10/2021</b>
	€ 631.34	€ 576.82
	€ 634.71	€ 590.15
	€ 637.84	€ 631.34
	€ 637.84	€ 634.71
	€ 638.23	€ 637.84
	€ 640.08	€ 637.84
	€ 641.85	€ 638.23
	€ 643.69	€ 640.08
	€ 645.55	€ 641.85
	€ 647.52	€ 643.69
	€ 649.47	€ 645.55
	€ 651.54	€ 647.52
	€ 653.36	€ 649.47
		€ 651.54
		€ 653.36

<b>CARETAKERS IN NATIONAL SCHOOLS OUTSIDE DUBLIN (and CORK CITY POST 1989)</b>		
<b>PHASE I OF PCW AWARD PAID ONLY</b>	<b>Pre-1 January 2011 Entrants 01/10/2021</b>	<b>Post-1 January 2011 Entrants 01/10/2021</b>
	€ 615.05	€ 556.55
	€ 615.05	€ 570.11
	€ 615.81	€ 615.05
	€ 617.58	€ 615.05
	€ 619.36	€ 615.81
	€ 621.17	€ 617.58
	€ 622.97	€ 619.36
	€ 624.82	€ 621.17
	€ 626.64	€ 622.97
	€ 628.62	€ 624.82
	€ 630.63	€ 626.64
	€ 632.68	€ 628.62
	€ 634.55	€ 630.63
		€ 632.68
		€ 634.55