



Circular Letter 0054/2021

**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 with effect from 1 October 2021**

1. The Minister for Education wishes to inform Community/Comprehensive Schools, school secretarial staff and maintenance staff 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 Increases 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. Revised salary scales which implement the increase and take effect from 1 October 2021 are attached at the Appendix to this Circular.
5. All salary scales and hourly rates payable to affected staff set out in previous Circulars are superseded by the terms of this Circular with effect from 1 October 2021.

Part-time / hourly paid staff

6. The pay of part-time staff or hourly paid 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.

Overtime

7. Payment in respect of overtime rendered on or after 1 October 2021 should be calculated by reference to the revised rates of pay with effect from 1 October 2021.

Allowances

8. This circular also provides for 1% rise in the rate of allowances in the nature of pay. 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 effect from 1 October 2021.

On 1 October 2021:

Fixed allowances which are not calculated as a specific percentage or specified proportion of basis salary will be increased by 1%.

Any new allowances introduced after 1 January 2010 will not be increased under this circular.

Deductions from pay

9. 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.

Circulation and Queries

10. 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.
11. This Circular can be accessed on the Department's website under <https://www.gov.ie/en/circulars/>
12. Enquiries regarding this Circular should be e-mailed to sdfinfo@education.gov.ie

Tom Deegan
Principal Officer
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12 October 2021

Appendix 1.

PAY SCALES FOR SCHOOL SECRETARIES IN COMMUNITY AND COMPREHENSIVE SCHOOLS WITH EFFECT FROM 1st OCTOBER 2021

Grade III:

Scale Point	Pre-1 January 2011 Entrants 01/10/21	Post-1 January 2011 Entrants 01/10/21
1	€ 27,116	€ 25,102
2	€ 27,925	€ 26,718
3	€ 29,103	€ 27,116
4	€ 30,285	€ 27,925
5	€ 31,469	€ 29,103
6	€ 32,326	€ 30,285
7	€ 33,299	€ 31,469
8	€ 34,426	€ 32,326
9	€ 35,226	€ 33,299
10	€ 36,345	€ 34,426
11	€ 37,469	€ 35,226
12	€ 39,587	€ 36,345
13	€ 39,587	€ 37,469
14		€ 39,587
*Long Service Increment	€41, 090	€ 41,090

* after 3 years satisfactory service at the maximum

Grade IV:

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

* after 3 years satisfactory service at the maximum

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

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

Caretaker	Pre-1 January 2011 Entrants 01/10/2021	Post-1 January 2011 Entrants 01/10/2021
On Recruitment	€ 631.16	€ 576.66
after 6 months	€ 634.46	€ 589.74
after 1½ years	€ 637.60	€ 631.16
after 2½ years	€ 637.60	€ 634.46
after 3½ years	€ 637.85	€ 637.60
after 4½ years	€ 639.63	€ 637.60
after 5½ years	€ 641.38	€ 637.85
after 6½ years	€ 643.26	€ 639.63
after 7½ years	€ 645.05	€ 641.38
after 8½ years	€ 646.94	€ 643.26
after 9½ years	€ 648.92	€ 645.05
after 10½ years	€ 650.91	€ 646.94
after 11½ years	€ 652.74	€ 648.92
after 12½ years		€ 650.91
after 13½ years		€ 652.74

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

Attendant	Pre-1 January 2011 Entrants 01/10/2021	Post-1 January 2011 Entrants 01/10/2021
On Recruitment	€ 615.35	€ 562.28
after 6 months	€ 618.66	€ 575.45
after 1½ years	€ 621.74	€ 615.35
after 2½ years	€ 623.51	€ 618.66
after 3½ years	€ 625.33	€ 621.74
after 4½ years	€ 627.06	€ 623.51
after 5½ years	€ 628.88	€ 625.33
after 6½ years	€ 630.68	€ 627.06
after 7½ years	€ 632.58	€ 628.88
after 8½ years	€ 634.48	€ 630.68
after 9½ years	€ 636.43	€ 632.58
after 10½ years	€ 636.43	€ 634.48
after 11½ years	€ 637.14	€ 636.43
after 12½ years		€ 636.43
after 13½ years		€ 637.14

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

Caretaker	Pre-1 January 2011 Entrants 01/10/2021	Post-1 January 2011 Entrants 01/10/2021
On Recruitment	€ 630.59	€ 576.13
after 6 months	€ 633.92	€ 589.26
after 1½ years	€ 637.08	€ 630.59
after 2½ years	€ 637.08	€ 633.92
after 3½ years	€ 637.37	€ 637.08
after 4½ years	€ 639.11	€ 637.08
after 5½ years	€ 640.87	€ 637.37
after 6½ years	€ 642.71	€ 639.11
after 7½ years	€ 644.55	€ 640.87
after 8½ years	€ 646.41	€ 642.71
after 9½ years	€ 648.37	€ 644.55
after 10½ years	€ 650.35	€ 646.41
after 11½ years	€ 652.23	€ 648.37
after 12½ years		€ 650.35
after 13½ years		€ 652.23

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

Attendant	Pre-1 January 2011 Entrants 01/10/2021	Post-1 January 2011 Entrants 01/10/2021
On Recruitment	€ 614.81	€ 561.79
after 6 months	€ 618.14	€ 574.97
after 1½ years	€ 621.24	€ 614.81
after 2½ years	€ 622.97	€ 618.14
after 3½ years	€ 624.79	€ 621.24
after 4½ years	€ 626.59	€ 622.97
after 5½ years	€ 628.31	€ 624.79
after 6½ years	€ 630.19	€ 626.59
after 7½ years	€ 632.02	€ 628.31
after 8½ years	€ 633.95	€ 630.19
after 9½ years	€ 635.87	€ 632.02
after 10½ years	€ 637.87	€ 633.95
after 11½ years	€ 637.87	€ 635.87
after 12½ years		€ 637.87
after 13½ years		€ 637.87

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

CARETAKERS	Pre-1 January 2011 Entrants 01/10/2021	Post-1 January 2011 Entrants 01/10/2021
1	€ 597.81	€ 546.35
2	€ 602.37	€ 560.10
3	€ 604.24	€ 603.69
4	€ 606.08	€ 608.30
5	€ 607.79	€ 610.19
6	€ 609.79	€ 612.05
7	€ 611.68	€ 613.77
8	€ 613.44	€ 613.77
9	€ 615.38	€ 613.77
10	€ 617.35	€ 613.77
11	€ 619.94	€ 615.38
12	€ 622.44	€ 617.35
13	€ 624.94	€ 619.94
14		€ 622.44
15		€ 624.94

	From 01/10/2021
Senior Caretaker Allowance	€ 76.95
Junior Caretaker Allowance	€ 30.00

	From 01/10/2021
Senior Caretaker allowance for C&C caretakers in Dublin area where shift working arrangements have been approved	€ 74.56
Junior Caretaker allowance for C&C caretakers in Dublin area where shift working arrangements have been approved	€ 27.61

DUBLIN ZONE GENERAL OPERATIVE PCW AGREEMENT

GENERAL OPERATIVE	Pre-1 January 2011 Entrants 01/10/2021	Post-1 January 2011 Entrants 01/10/2021
1	€ 603.14	€ 545.85
2	€ 607.74	€ 559.63
3	€ 609.63	€ 603.14
4	€ 611.43	€ 607.74
5	€ 613.25	€ 609.63
6	€ 615.22	€ 611.43
7	€ 615.22	€ 613.25
8	€ 615.22	€ 615.22
9	€ 615.22	€ 615.22
10	€ 616.87	€ 615.22
11	€ 619.43	€ 615.22
12	€ 621.92	€ 616.87
13	€ 624.44	€ 619.43
14		€ 621.92
15		€ 624.44

CLEANERS

CLEANER P/T Rate	€ 15.78	€ 14.42
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