



Circular Letter 0055/2025

To: The Managerial Authorities in recognised Primary and Post Primary schools in the Free Education Scheme, Community and Comprehensive Schools and Chief Executives of Education and Training Boards

**Revision of Salaries for School Secretaries and Bus Escorts
Previously Funded Under Ancillary Grant Funding**

Application of pay adjustments with effect from 1 August 2025

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 1 August 2025.
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 for secretaries will be increased by 1% with effect from 1 August 2025.
7. School bus escorts hourly rate will increase by 1% with effect from 1 August 2025.
8. Revised salary scales to affected staff are superseded by the terms of this Circular with effect from 1 August 2025. 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scales and hourly casual rates payable to School Secretaries and School Bus Escorts set out in previous Circulars are superseded by the terms of this Circular with effect from 1 August 2025.
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 and School Bus Escorts 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

Mairead Daly
Acting Principal Officer
External Staff Relations

Michael Donoghue
Principal Officer
Payroll

22 July 2025

Appendix 1

School Secretaries

School Secretary	Rates from 01/08/2025	Hourly Rates from 01/08/2025
	€31,119	€16.12
	€32,868	€17.02
	€33,299	€17.25
	€34,174	€17.70
	€35,450	€18.36
	€36,730	€19.02
	€38,011	€19.69
	€38,939	€20.17
	€39,992	€20.71
	€41,211	€21.35
	€42,078	€21.79
	€43,289	€22.42
	€44,508	€23.05
	€46,798	€24.24
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Long Service Increment*	€48,425	€25.08

** after 3 years satisfactory service at the maximum*

Appendix 2

Substitute School Secretary

	Ongoing Rate from 01/08/2025	Statutory Annual Leave Rate from 01/08/2025
Substitute School Secretary	€14.83	€1.29

Appendix 3

	Ongoing Rate from 01/08/2025
Bus Escort	€15.66