



To: The Management Authorities of recognised Primary, Voluntary Secondary, Community and Comprehensive schools in the Free Education Scheme

Re: Interim arrangements for the payment of ancillary-related grants (including School Services Support Fund (SSSF), Basic Secretary and SSSF Secretary Grants) to schools for the period September to December 2025.

The purpose of this notice is to advise schools of the arrangements for the payment of ancillary-related grant funding, including SSSF and Secretary Grants, for the period September to December 2025.

Background

After Forsa accepted the Workplace Relations Commission (WRC) agreement about salaries and leave for grant-funded school secretaries, the secretaries who accepted the agreement were added to the Department of Education's payroll from September 2023. Because of this, the ancillary-related grant funding has been updated, since schools are no longer paying these salaries directly.

From September to December 2025, grant funding will be reduced based on the salaries schools paid to grant-funded secretaries before they agreed to the new terms and conditions. Schools have given the Department the salary information, and this is now being used to reduce the ancillary-related grant funding.

To date we have issued correspondence to schools with details of the arrangements for each interim period since September 2023.

Since the 2023/24 school year, schools have been paid the usual ancillary/SSSF grant amount, minus the amount that schools previously paid to grant-funded secretaries prior to their acceptance of the new terms and conditions. Schools should be in no way disadvantaged by this as the grant is reduced only by the amount that they previously paid to their secretaries.

An Roinn Oideachais agus Óige, Rannán na Scoileanna Airgeadas, Cor na Madadh, Baile Átha Luain, Co. na hIarmhí, N37 X659

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Interim grant payment arrangements for September to December 2025

Grant payments will be made in the coming days as outlined below.

There are two categories of schools for the payment of this grant.

1. Schools that employ a secretary who was previously grant-funded but has transferred to the Department's payroll since September 2023
and
2. Schools that do not employ a secretary who has transferred to the Department's payroll since September 2023.

Schools that employ a secretary who was previously grant-funded but has transferred to the Department's payroll since September 2023.

Schools provided the Department with details of the salaries they paid to grant-funded secretaries who transferred to the Department's payroll since September 2023. This information will be used to revise the ancillary-related grant funding due to these schools for September to December 2025. Below is a summary of the arrangement.

Calculation of grants	Primary Schools	Voluntary Secondary Schools	Community & Comprehensive Schools
Grant to be paid	4/12ths of the Ancillary Services Grant that would have previously been payable in March	1st instalment of the SSSF, Basic Secretary and SSSF Secretary Grants	1st instalment of the SSSF Grant
Less	Annual grant-funded salary + employers PRSI (these details were provided by schools to the Department for those Secretaries who transferred to a Department Payroll since September 2023)		
	÷ 12 months x 4 months	÷ 12 months x 4 months for each instalment	÷ 12 months x 4 months for each instalment

Please note, in a small number of cases where grant-funded salary details are not available, the reduction is based on the hours worked by the minimum rate of €13 per hour (plus employers PRSI) as agreed as part of the arbitration process in relation to the pay of grant-funded School Secretaries and Caretakers. Please refer to circulars [0076/2018](#) (primary schools) and [0077/2018](#) (post-primary schools) for further information in relation to this rate which applied from January 2019.

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As confirmed previously, no reduction will be made to capitation grant funding.

Schools that do not employ a secretary or schools that employ a secretary who has not transferred to the Department's payroll since September 2023.

Calculation of grants	Primary Schools	Voluntary Secondary Schools	Community & Comprehensive Schools
Grants will be calculated as normal (no reduction)	4/12ths of the Ancillary Services Grant that would have previously been payable in March	1st instalment of the SSSF, Basic Secretary and SSSF Secretary Grants	1st instalment of the SSSF Grant

As per paragraph 2.2 of [Circular 36/2022](#) and Info Note [ESR 02/2023](#), with effect from the 13th June 2022, new or replacement secretaries recruited must be employed by schools on the new terms and conditions. This includes being paid through the Department's payroll and not through grant funding.

Future ancillary-related grant payments

Future ancillary-related grant payments may be revised to reflect instances where secretaries join the Department's payroll throughout the year or where there is a material change to the hours worked.

Work is ongoing to identify a method of standardising the reduction to the ancillary-related grants for the longer term where school secretaries are being paid on the Department's payroll. The current payments may vary when a permanent model for ancillary-related grant reductions has been finalised. Engagement will take place with school management bodies in order to discuss these arrangements to ensure that they are as reasonable and as fair as possible for all schools. Further details of these arrangements will be provided to schools as soon as they become available.



Queries

Queries regarding the interim arrangements for the payment of the ancillary-related grants should be addressed to sdinfo@education.gov.ie

Please use subject title: "Interim Ancillary Grant 2025" in the email.

Yours faithfully,

Shirley Kearney
Principal Officer
Schools Division Financial
24th November 2025