



Info Note ESR 0002/2023

**To: Boards of Management
in recognised Primary and Post Primary schools in the Free Education
Scheme, other than Community National Schools and ETB Post Primary
Schools**

**Recruitment of School Secretaries previously funded under ancillary grant
funding**

1. Introduction

The purpose of this Information Note is:

- (a) to confirm that a model for the allocation of secretary posts other than Department-sanctioned secretaries in Community and Comprehensive schools and those employed under the 1978/1979 scheme, is being developed and will issue in due course;
- (b) to outline the arrangements that will apply for recruitment of such secretaries until that allocation model is published to confirm the revised pay scale (set out in at Appendix 1) which applies from September 2023, following the application of pay increases aligned to the recent national pay agreements;
- (c) set out that **newly recruited** secretaries should be placed on the relevant point (pro-rata as appropriate) of the pay scale at Appendix 1 in line with section 2.2 below.

It should be noted that a further pay increase, mirroring the increase for public servants under 'Building Momentum' will take effect in early October 2023 and a further revised pay scale will be advised in due course.



2. Recruitment, employment and remuneration of school secretaries

2.1: Recruitment

As per paragraph 2.2 of Circular 36/2022, with effect from 13 June 2022 new secretaries recruited must be employed by schools on the new terms and conditions. Whereas the Department does not stipulate any rules concerning how secretarial services are to be obtained by the school, it is expected that recruitment will be open and transparent, and compliant with relevant employment law.

It is important to note that school secretaries remain employees of individual schools, and whilst the contractual obligations of those who have accepted the terms of the agreement, and new secretaries must take account of Departmental guidance, the contractual relationship is between the school, as employer, and the secretary, as employee.

2.2: Remuneration

Newly recruited secretaries should be paid at point 1 of the scale (see appendix 1 below) except:

- (a) if the person is an existing school secretary who has already signed up to the new terms, they retain their existing point on the scale (this point should be confirmed with the Department); or
- (b) where the person has 10 years' experience as a school secretary, whether in their current school, or in other schools, they may be placed on Point 5 or;
- (c) Where the person has 20 years' experience as a school secretary, whether in their current school, or in other schools they may be placed on Point 7.

Previous clerical / administrative experience in a non-school secretary role is not considered for the purposes of (b) and (c) above.



2.3 Contracted Hours/Weeks

As advised in the second School Secretaries Bulletin, circulated 07 June 2023, work is ongoing on the finalisation and issuing of a formal allocation model.

Pending this, in cases where a new secretary is being contracted to replace a former secretary the actual working hours /working weeks which a newly recruited secretary should be contracted to undertake should mirror the working arrangements for the former secretary up to a maximum of 37 hours.

In the small number of cases where an additional secretary is being recruited due to an existing secretary reducing their hours then the aggregate hours of the two secretaries must be no more than the previous working hours of the existing secretary.

Where a new school is hiring staff the school should contact the Department at secretaryreturns@education.gov.ie.

Any queries on this info note should be directed to secretaryreturns@education.gov.ie

This info note can be accessed on the Department's website at www.gov.ie

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15 August 2023



Appendix 1: School Secretary Pay scale effective 01 March 2023

Point	Annual Rate	Hourly Rate
1	€27,146	€14.06
2	€28,861	€14.95
3	€29,283	€15.17
4	€30,141	€15.61
5	€31,391	€16.26
6	€32,645	€16.91
7	€33,902	€17.56
8	€34,811	€18.03
9	€35,844	€18.57
10	€37,039	€19.18
11	€37,889	€19.62
12	€39,075	€20.24
13	€40,269	€20.86
14	€42,516	€22.02
15	€42,516	€22.02
16	€42,516	€22.02
LSI	€44,111	€22.85