

Summary of Interim Arrangements for the Payment of Ancillary-Related Grants (September to December 2025)

1. Introduction

The Department of Education and Youth has issued a notice 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. [Click here](#) for copy of notice. Grant payments will issue to schools in the coming days.

There are two categories of schools, each with different arrangements.

- I. Schools with a secretary who transferred to the Department’s payroll since September 2023
- II. Schools that do not employ a secretary on the Department’s Payroll

2. Schools with a secretary who transferred to the Department’s payroll since September 2023

Where a secretary was previously paid from grant funding and this secretary transferred to the Department’s payroll since September 2023, the Department requested details of the annual salary and employers PRSI costs that the school had been paying.

This salary information will be used to adjust(reduce) ancillary – related grants for the period September – December 2025.

➤ The interim grant payment will be calculated as follows;

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

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

3. Schools that do not employ a secretary on the Department’s payroll

This applies to:

- Schools with no secretary, or
- Schools with a secretary who has not transferred to the Department payroll since September 2023.

For these schools, grants will be calculated as normal, with no reductions.

➤ The interim grant payment will be calculated as follows;

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

4. Reminder on Recruitment Rules

From **13 June 2022 onwards**, new or replacement secretaries recruited must be employed by schools on the new terms and conditions as set out in [Circular 36/2022](#) and [Info Note ESR 02/2023](#).

5. Future Grant Arrangements

Grant adjustments may change if:

- A school secretary joins the Department’s payroll during the year, or
- There is a significant change in 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 will be issued to schools once finalised.

6. Queries and Further Information

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.

Tel: 01-910-4020

info@fssu.ie

1st December 2025