

Brainse an Iarbhuideochais.  
An Roinn Oideachais agus Eolaíochta,  
Bóthar Phort Laoise,  
An Tulach Mhór,  
Co. Uíbh Fhailí.



Post-Primary Administration,  
Department of Education and Science,  
Portlaoise Road,  
Tullamore,  
Co. Offaly.

**Circular 0072/2007**

**Principal/Secretary/Board of Management of each Community/Comprehensive School**

## **Revised Payscales for School Secretaries in Community and Comprehensive Schools with effect from 1 June 2007**

Dear Principal/Secretary,

I am directed by the Minister for Education and Science to refer to the application in the Education Sector of Towards 2016 and the associated pay agreement.

### **Revision of Pay**

The Education Sector Performance Verification Group (ESPVG) has approved the implementation of section 27.17 of Towards 2016, which provides for an increase of 2% with effect from 1<sup>st</sup> June 2007, in respect of secretaries in Community and Comprehensive Schools. Accordingly, I am to convey the approval of the Minister for the payment of the revised pay rates for secretaries employed in your school from 1<sup>st</sup> June 2007, as set out in the schedule attached to this circular letter.

The payment of this increase is dependent on verification of co-operation with flexibility and ongoing change, satisfactory implementation of the agenda for modernisation, maintenance of stable industrial relations and absence of industrial action in respect of any matters covered by the Towards 2016 agreement. The Secretary General in consultation with the School Managerial Bodies, which carried out an assessment of the extent of progress achieved, has decided that the level of progress during the period warrants the payment of the relevant pay increase.

### **Part-time Staff**

The pay of part-time staff may be revised, in accordance with normal arrangements, by reference to the pay of whole-time staff to which they are related for pay purposes.

### **Pensions**

Pensions in the course of payment on 31<sup>st</sup> May 2007 to former secretarial staff, who served in grades to which this letter applies, may be adjusted, in the normal way, by reference to the appropriate revised salary scales as set out in the schedule.

### **General**

Please provide a copy of this letter to staff members, as appropriate. Please note that the letter will be made available on the Department's website ([www.education.ie](http://www.education.ie)), under Education Personnel/Post Primary Circulars and Information Booklets/Pay.

Any queries regarding the implementation of the terms of this letter should be addressed to the Post Primary Administration office in Tullamore (Tel: 057 9324335, Fax: 057 9325347), and from 9 July 2007 to the Post Primary Administration office in Athlone (Tel: 090 6483769 or 090 6483954, Fax: 090 6484058).

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Post Primary  
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June 2007

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