

Brainse an Iarbhunoideachais.
An Roinn Oideachais agus Eolaíochta,
Cor na Madadh,
Baile Átha Luain,
Co. na hIarmhí.



Post-Primary Administration,
Department of Education and Science,
Cornamaddy,
Athlone,
Co. Westmeath.

Circular Letter No: 0092/2008

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

Revised Payscales for School Secretaries in Community and Comprehensive Schools

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 2.5% with effect from 1st September 2008, 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 1st September 2008, 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 30th September 2008 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), 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 Section in Athlone (Tel: 090 6483767 or 090 6483954, Fax: 090 6484058).

Conor McCourt
Post Primary Administration
September 2008

**REVISED SALARY SCALES FOR SCHOOL SECRETARIES
COMMUNITY & COMPREHENSIVE SCHOOLS**

CLERICAL OFFICER	1/3/08	1/9/08
Grade III	€ 23,813	€ 24,408
	€ 24,932	€ 25,555
	€ 26,046	€ 26,697
	€ 27,165	€ 27,844
	€ 28,285	€ 28,992
	€ 29,401	€ 30,136
	€ 30,516	€ 31,279
	€ 31,628	€ 32,419
	€ 32,749	€ 33,568
	€ 33,863	€ 34,710
	€ 34,983	€ 35,858
	€ 37,094	€ 38,021
Long Service Increment	€ 38,591 ¹	€ 39,556 ¹
(¹after 3 years satisfactory service at the maximum)		

**SCALE FOR SECRETARIES IN SCHOOLS WITH 40 OR MORE WHOLE TIME EQUIVALENT TEACHERS
COMMUNITY & COMPREHENSIVE SCHOOLS**

CLERICAL OFFICER	1/3/08	1/9/08
Grade IV	€ 29,098	€ 29,825
	€ 31,215	€ 31,995
	€ 33,359	€ 34,193
	€ 34,957	€ 35,831
	€ 36,499	€ 37,411
	€ 38,583	€ 39,548
	€ 40,091	€ 41,093
	€ 41,622	€ 42,663
1st Long Service Increment	€ 43,030 ¹	€ 44,106 ¹
2nd Long Service Increment	€ 44,445 ²	€ 45,556 ²
(¹after 3 years satisfactory service at the maximum)		
(²after 3 years satisfactory service at the 1st LSI)		