



**Circular Letter 0018/2025**

**To: The Managerial Authorities of Recognised Primary, Secondary,  
Community, and Comprehensive Schools**

**Revision of salaries for Clerical Officers and Caretakers employed  
in National Schools under the 1978/79 Scheme and Clerical Officers  
employed in Post Primary Schools under the Public Service  
Agreement 2024 - 2026**

**Application of pay adjustments with effect from 1 March 2025**

**Introduction**

1. The Minister for Education wishes to inform management authorities and Clerical Officers and Caretakers employed in National Schools under the 1978/79 Scheme and Clerical Officers employed in Post Primary Schools under the 1978 Scheme of revised rates of salary with effect from 1 March 2025 in accordance with the Public Service Agreement 2024 – 2026.
2. This circular sets out the increases to pay due on 1 March 2025 as provided for under the Agreement.

**Salary increases to be implemented under Public Service Agreement 2024-2026**

3. Under Public Service Agreement 2024-2026, a 2% (or €1,000 whichever is greater) pay adjustment was agreed and will be implemented with effect from 1 March 2025.
4. In accordance with Section 3.1 of the Public Service Agreement whole-time annual basic scale salaries will be increased by 2% (or €1,000 whichever is greater) with effect from 1 March 2025.
5. The revised salary scales to affected staff are set out at Appendix 1.
6. All salary scales payable to Clerical Officers and Caretakers employed in National Schools under the 1978/79 Scheme and Clerical Officers employed in Post Primary Schools under the 1978 Scheme set out in previous Circulars are superseded by the terms of this Circular with effect from 1 March 2025.
7. Overpayments will be dealt with in accordance with the procedures set out in Circular 0084/2015.

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

### **Pension Increases**

9. The principle of pay parity in pension increases for pre-existing public service schemes<sup>1</sup> has been agreed up to 30 June 2026 in line with the Public Service Agreement 2024-2026. Civil service pension increases should be passed on to pensions in line with that policy. Guidance on the methodology for calculating these pension increases is appended to 24 September 2024's letter to HR Managers / Pension Administrators.<sup>2</sup>
10. Single Public Service Pension Scheme ('Single Scheme') pensions are updated in line with the Consumer Price Index (CPI), subject to a separate instruction from the Department of Public Expenditure NDP Delivery and Reform. Therefore, Single Scheme pensions in payment in respect of former public servants who served in grades to which this circular applies will not be adjusted with reference to the revisions of basic pay set out in this Circular.

### **Pension revisions for pre-existing public service pension schemes**

11. The pensions of those who are members of a pre-existing public service pension scheme (Non-Single Scheme) which are in payment from 1 March 2025 in respect of former Public Servants who served in grades to which this circular applies, will be adjusted as appropriate in the normal way, by reference to the revisions of basic pay set out in this Circular. Departments/Offices which, under delegated authority, grant pensions and lump sums may, subject to any necessary prior consultation with this Department, revise pension payments strictly in accordance with this circular.
12. The lump sums of the officers in the grades to which this Circular applies who retired on or after 1 March 2025 should also be revised by reference to the revisions of basic pay set out in this circular as appropriate. Deductions from lump sums in respect of non-periodic contributions (such as under Spouses and Children's Pension Schemes) should also be adjusted in these cases. The lump sum of officers in the grades to which this circular applies who retired before 1 March 2025 should not be adjusted.
13. Pensions for officers who retired after 1 March 2025 which were evaluated for the Pension Benefit Cap<sup>3</sup> under Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012, will need to be re-evaluated in the context of the increases outlined in this circular.

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<sup>1</sup> Pre-existing Public Service Pension schemes, as defined in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

<sup>2</sup> Application of 'Pay Parity' as Pension Increase Policy, in line with the Public Service Agreement 2024-2026"; available at <https://www.gov.ie/en/circulars/>

<sup>3</sup> Circular 13/2020 Guidance on the application of the Pensions Benefit Cap under section 52 (6) and (7) of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

14. Pensions for officers who are currently re-employed in the public service and whose pensions were evaluated for Pension Abatement<sup>4</sup> under Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012, will need to be re-evaluated in the context of the increases outlined in this circular. A pensioner, not previously subject to abatement, may now be subject to abatement as a result of the increases.

### **Pension revisions for the Single Public Service Pension Scheme**

15. For Single Scheme pensioners who were working as public servants (in grades to which this circular applies) on 1 March 2025 and subsequently retired in the period from 1 March 2025 until such date as this pay adjustment takes effect, their referable amounts accrued, and contribution deductions owed will be re-calculated. Lump sum and pensions paid will then be adjusted, as appropriate.

This aforementioned calculation should also be undertaken by Relevant Authorities for the following classes:

- Cost-Neutral Early Retirement (CNER)
- Ill-Health Retirement (including Short Service Gratuity)
- Pension Adjustment Orders (PAOs)
- Death-in-Service (Spouse / Partner / Eligible Child)
- Death Gratuity
- Any other relevant cases

Final Retirement Benefit Statements and Leaver Statements for Single Scheme members in the grades to which this circular applies, who were working as public servants on the dates of the revisions of basic pay and who subsequently retired or left their respective Relevant Authority may also have to be adjusted, as appropriate.

Please note that, as previously stated, the lump sum and pensions of officers in the grades to which this circular applies who retired before 1 March 2025 should not be adjusted.

### **Circulation and queries**

16. Please ensure that copies of this circular are provided to all members of the Board of Management and its contents are brought to the attention of all relevant staff in your employment including those on leave of absence.
17. This Circular can be accessed on the Department's website under <https://www.gov.ie/en/circulars/>
18. Individual payroll queries should be forwarded as follows <https://dessurveys.education.gov.ie/surveys/payroll-query-form>

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<sup>4</sup> Circular 24/2022 Guidance on the application of Abatement of Public Service Occupational Pensions.

Mark Bohan  
Principal Officer  
External Staff Relations

Michael Donoghue  
Principal Officer  
Payroll Division

27 February 2025

## Appendix 1

### Grade III<sup>5</sup>:

Scale Point	Rate from 01/03/2025	New Entrant Rate from 01/03/2025
1	€32,969	€30,811
2	€33,836	€32,543
3	€35,099	€32,969
4	€36,366	€33,836
5	€37,635	€35,099
6	€38,553	€36,366
7	€39,596	€37,635
8	€40,803	€38,553
9	€41,661	€39,596
10	€42,860	€40,803
11	€44,067	€41,661
12	€46,335	€42,860
13	€46,335	€44,067
14		€46,335
15		€46,335
<b>* Long Service Increment</b>	€47,946	€47,946

*\* after 3 years satisfactory service at the maximum*

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<sup>5</sup> Payroll Code: G3 & G3NE

**Grade IV<sup>6</sup>:**

<b>Scale Point</b>	<b>Rate from 01/03/2025</b>	<b>New Entrant Rate from 01/03/2025</b>
<b>1</b>	€38,217	€35,259
<b>2</b>	€40,355	€37,365
<b>3</b>	€42,316	€38,217
<b>4</b>	€44,035	€40,355
<b>5</b>	€45,695	€42,316
<b>6</b>	€47,938	€44,035
<b>7</b>	€49,559	€45,695
<b>8</b>	€51,211	€47,938
<b>9</b>		€49,559
<b>10</b>		€51,211
<b>First Long Service Increment*</b>	€52,768	€52,768
<b>Second Long Service Increment**</b>	€54,367	€54,367

*\* after 3 years satisfactory service at the maximum*

*\*\* after 3 years satisfactory service at the 1<sup>st</sup> Long Service Increment*

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<sup>6</sup> Payroll Code: G4

## CARETAKERS

	<b>Annual Rate</b> <b>01/03/2025</b>	<b>Weekly Rate</b> <b>01/03/2025</b>	<b>New Entrant</b> <b>Annual Rate</b> <b>01/03/2025</b>	<b>New Entrant</b> <b>Weekly Rate</b> <b>01/03/2025</b>
<b>CARETAKERS IN DUBLIN NATIONAL SCHOOLS<sup>7</sup></b>	€39,046	€748.30	€36,012	€690.15
	€39,298	€753.13	€36,768	€704.64
	€39,402	€755.11	€39,046	€748.30
	€39,498	€756.96	€39,298	€753.13
	€39,600	€758.91	€39,402	€755.11
	€39,600	€758.91	€39,498	€756.96
	€39,626	€759.41	€39,600	€758.91
	€39,727	€761.35	€39,600	€758.91
	€39,836	€763.44	€39,626	€759.41
	€39,941	€765.44	€39,727	€761.35
	€40,079	€768.10	€39,836	€763.44
	€40,220	€770.79	€39,941	€765.44
	€40,356	€773.40	€40,079	€768.10
			€40,220	€770.79
			€40,356	€773.40

<sup>7</sup> Payroll Code: MA10 and MA10NE

	<b>Annual Rate</b>	<b>Weekly Rate</b>	<b>New Entrant Annual Rate</b>	<b>New Entrant Weekly Rate</b>
	<b>01/03/2025</b>	<b>01/03/2025</b>	<b>01/03/2025</b>	<b>01/03/2025</b>
<b>CARETAKERS IN NATIONAL SCHOOLS OUTSIDE DUBLIN (AND CORK CITY POST 1989)<sup>8</sup></b>	€39,215	€751.53	€36,166	€693.10
	€39,403	€755.14	€36,912	€707.40
	€39,579	€758.50	€39,215	€751.53
	€39,579	€758.50	€39,403	€755.14
	€39,600	€758.92	€39,579	€758.50
	€39,703	€760.89	€39,579	€758.50
	€39,803	€762.80	€39,600	€758.92
	€39,906	€764.78	€39,703	€760.89
	€40,009	€766.76	€39,803	€762.80
	€40,120	€768.87	€39,906	€764.78
	€40,228	€770.96	€40,009	€766.76
	€40,345	€773.18	€40,120	€768.87
	€40,447	€775.15	€40,228	€770.96
			€40,345	€773.18
			€40,447	€775.15

<sup>8</sup> Payroll Code: MA34 and MA34NE



	<b>Annual Rate 01/03/2025</b>	<b>Weekly Rate 01/03/2025</b>	<b>New Entrant Annual Rate 01/03/2025</b>	<b>New Entrant Weekly Rate 01/03/2025</b>
<b>CARETAKERS IN NATIONAL SCHOOLS OUTSIDE DUBLIN (and CORK CITY POST 1989)<sup>9</sup>  PHASE I OF PCW AWARD PAID ONLY</b>	€38,303	€734.05	€35,033	€671.38
	€38,303	€734.05	€35,790	€685.90
	€38,346	€734.88	€38,303	€734.05
	€38,445	€736.78	€38,303	€734.05
	€38,544	€738.67	€38,346	€734.88
	€38,646	€740.63	€38,445	€736.78
	€38,747	€742.56	€38,544	€738.67
	€38,850	€744.54	€38,646	€740.63
	€38,952	€746.49	€38,747	€742.56
	€39,063	€748.61	€38,850	€744.54
	€39,175	€750.77	€38,952	€746.49
	€39,289	€752.95	€39,063	€748.61
	€39,394	€754.97	€39,175	€750.77
			€39,289	€752.95
			€39,394	€754.97

<sup>9</sup> Payroll Code: MA35 and MA35NE