**Template email to Department paid Secretary/ Caretaker re. Temporary assignment arrangements under Circular 0027/2020**

**N.B. Unlike the situation in relation to SNA’s who are deemed eligible for temporary reassignment, this letter should only be sent to ancillary staff who are paid *directly* by the Department of Education and Skills and whose skills are *not* required by the school for the provision of education (which could include administrative duties related to the provision of education) or other essential services such as security of closed school buildings.**

[ ] April 2020

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I hope that you and your family are keeping safe and well.

I write to you regarding a [Circular 0027/2020](https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0027_2020.pdf) that was published on 01/04/2020 on the Department of Education and Skills’ website. This Circular sets out the details in relation to the operation of ‘Temporary assignment arrangements for certain staff in the education and training sector.’ It is important that you read the provisions of [Circular 0027/2020](https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0027_2020.pdf)

Under the terms of [Circular 0027/2020](https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0027_2020.pdf) many staff working in education, who are not involved in the provision of education are to be nominated for temporary assignment.

**What you need to do:**

1. Please click on the link below and complete the questionnaire as soon as possible.

Please note that you will require our school roll number [Insert school roll number] to complete the questionnaire.

Please click here to complete the Questionnaire:

[Temporary Assignment Scheme Questionnaire](https://www.surveymonkey.com/r/Temporary_assignment)

1. When you have completed the questionnaire, please email me, using this email address, to confirm that you have done so.

If I do not receive this confirmation from you by close of business **Tuesday, 7th April 2020**, I am required to contact you again, as a follow up, to ensure that your details are submitted, as per the requirements of [Circular 0027/2020.](https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0027_2020.pdf)

Please complete the questionnaire as soon as possible.

You will remain a staff member of [Insert the name of school] and will remain on payroll for the duration of your temporary assignment. In the event of you needing to take leave during your temporary assignment, you should notify me in the normal way and also notify your manager in the temporary assignment situation.

The Scheme is being coordinated by Public Appointments Service (PAS) and the Health Service Executive (HSE). Queries in relation to the temporary assignment arrangement should be addressed to [temporaryassignment@publicjobs.ie](mailto:temporaryassignment@publicjobs.ie)

Thank you for your cooperation in this matter.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of the Board of Management of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_