

GOVERNMENT OF MAURITIUS

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

Ministry: Education and Human Resources, Tertiary Education and Scientific Research

Post: Assistant School Superintendent

Salary: Rs 17,375 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 (08 038 063)

Effective Date: 28 March 2017

Qualifications: By selection from among officers in the grade of School Clerk who reckon at least four years' service in a substantive capacity in the grade.

Duties: The Assistant School Superintendent is posted either to a primary school or a secondary school and is required to perform the following duties –

A. General

1. To supervise, monitor and co-ordinate the work of School Clerks.
2. To assist in the registration of admission to schools.
3. To follow-up on requests for textbooks, materials and other items and monitor the distribution thereof.
4. To indent and arrange for the collection of stores items for same to be made available at the school, whenever required.
5. To ensure that records, statistical data, inventory, accounts, stores items under his responsibility are properly and safely kept.
6. To maintain up-to-date records of staff including leave records, late arrivals and early departures, movement and changes in posting of staff.
7. To assist the Parent-Teachers Association in the management of the school canteen.
8. To attend all Parent-Teachers Association meetings and help in any extra curricular activities, as and when required.
9. To act as secretary to meetings.

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*for Senior Chief Executive
Ministry of Civil Service and
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28 March 2017

Date.....

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10. To provide support to the head of the school in the general administration or in any other areas including -
 - (a) drafting of letters/replies; and
 - (b) implementation of decisions.
11. To record complaints of parents and visitors, and direct same to appropriate quarters for remedial action to be taken.
12. To distribute certificates, results and timetables to students.
13. To assist the head of the school in the implementation of the Performance Management System in order to achieve the objectives outlined in the School Development Plan.
14. To assist in the maintenance of discipline in schools and handling matters regarding injuries and sickness of pupils.
15. To use ICT in the performance of his duties.
16. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Assistant School Superintendent in the roles ascribed to him.

B. When posted to a Primary School, to perform additionally the following duties

1. To monitor the work on physical infrastructure and the maintenance of school premises.
2. To run the school library and the multi-media laboratory.
3. To assist in orderly duties and in the dispensing of first aid.
4. To plan and monitor the duties of employees of the Workmen's Group.

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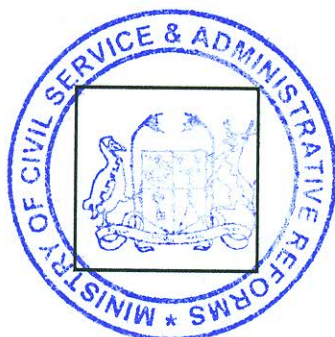
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C. When posted to a State Secondary School, to perform additionally the following duties

1. To assist the School Superintendent in matters pertaining to human resource, finance, procurement and supply and the general administration of the school.
2. To assist the Rector in maintaining discipline, both inside and outside the school.
3. To ensure that cleaning works are being done to the satisfaction of the Rector.
4. To collect examination fees.
5. To keep imprest accounts.

Note

Assistant School Superintendents will be required to work during school vacations.



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