

GOVERNMENT OF MAURITIUS

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

Ministry: Education and Human Resources

Post: Senior/Head School Caretaker

Salary: Rs 9,600 x 200 – 10,200 x 250 – 11,700 x 300 – 13,800 x 400 – 15,000 (24 18 37)

Effective Date: 7 December 2011

Qualifications: By promotion, on the basis of experience and merit, of employees in the grade of School Caretaker who reckon at least three years' service in a substantive capacity in the grade.

- Duties:**
1. To be responsible to the Head Master or officer-in-charge of the school for –
 - (i) allocating and monitoring the work of School Caretakers and General Workers; and
 - (ii) ensuring that the school premises are clean and tidy.
 2. To clean a minimum of four classrooms a day.
 3. To wash and clean utensils and keep store used in connection with foodstuffs distributed to pupils tidy.
 4. To distribute foodstuffs to school children in connection with the School Feeding Project.
 5. To deliver mail to and collect mail from the Post Office.
 6. To accompany injured/sick pupils to hospitals or Community Health Centres/Area Health Centres, as and when required.
 7. To help school children to cross the street during recess and after classes end.
 8. To perform gatekeeping duties, as and when required.
 9. 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 Senior/Head School Caretaker in the roles ascribed to him.

CERTIFIED CORRECT

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*for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms*

Date..... **- 7 DEC 2011**

