

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Education)
- 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:** 30 November 2009
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of School Caretaker who reckon at least three years' service in a substantive capacity in the grade.
- Duties:**
  1. To allocate and control the work of School Caretakers and General Workers and to ensure that the school premises are clean and tidy and to be answerable to the Head Master/Deputy Head Master/Officer-in-Charge, as applicable.
  2. To clean a minimum of four classrooms a day.
  3. To clean, whenever necessary, the milk store and wash the milk cans before and after use.
  4. To prepare and distribute powdered milk and other foodstuffs to school children in connection with the School Feeding Project.
  5. To deliver to and collect mail from Post Office/Commissions/Departments of the Rodrigues Regional Assembly daily.
  6. To accompany injured/sick pupils to hospital or dispensary, as and when required.
  7. To help 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 Senior/Head School Caretakers in the roles ascribed to them.



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*R Ruc*

for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

Date..... 30 NOV 2009 .....