

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:** Head Master
- Salary:** Rs 29,400 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 48,425 (06 059 076)
- Rs 30,950 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 51,575 (06 061 078) (For those possessing Advanced Certificate in Educational Management or Diploma in Educational Management)
- Effective Date:** 19 September 2017
- Qualifications:** A. By selection from among officers who hold a substantive appointment in any of the following grades –
- (i) Deputy Head Master;
  - (ii) Mentor;
  - (iii) Health and Physical Education Instructor
- and who possess a diploma in Educational Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
- (iv) Primary School Educator who reckon –
    - (a) at least 18 years' service in a substantive capacity in their respective grade and who possess a diploma in Educational Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission
- or
- (b) at least 12 years' service in a substantive capacity in their respective grade and who possess –
    - (i) a diploma in Educational Management; and

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

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- (ii) a degree from a recognised institution  
or equivalent qualifications to (iv) (b) (i) and (iv) (b) (ii)  
above acceptable to the Public Service Commission.

B. Candidates should –

- (i) possess sound communication skills; and  
(ii) have the ability to lead and motivate teams of officers.

**NOTE**

In the first instance, vacancies will be filled by promotion, on the basis of experience and merit, of officers holding a substantive appointment in the grade of Deputy Head Master who –

- (a) were assigned the duties of Head Master *vice* –  
(i) permanent vacancies which occurred prior to 02 March 2017; or  
(ii) temporary vacancies which occurred prior to 02 March 2017 and subsequently *vice* permanent vacancies.  
(b) are senior to any of those Deputy Head Masters mentioned at (a) above but who either could not accept assignment of duties of Head Master prior to 02 March 2017 or were not assigned the duties of Head Master as they did not possess the Diploma in Educational Management.

**Role and Responsibilities:**

To be responsible for creating a qualitative teaching and learning environment by making optimal use of the human, physical and financial resources available in Primary Schools.

**Duties:**

1. To be responsible for the management of a Primary School.

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2. To verify the appropriateness and relevance of the schemes of work and daily notes of Primary School Educators, Mentors, Deputy Head Masters and Deputy Head Teachers (Oriental Languages).
3. To supervise, guide all members of the staff (teaching and non-teaching) and Trainee Primary School Educators posted to his school with the collaboration of officers of the Inspectorate Cadre, Deputy Head Masters and Deputy Head Teachers (Oriental Languages).
4. To monitor the implementation of school curriculum.
5. To give on-the-job training to Deputy Head Masters and Deputy Head Teachers (Oriental Languages) on the administration and the management of a school.
6. To take part in refresher courses and other approved courses in Mauritius or abroad, as and when required.
7. To form part of educational committees and Curriculum Panels.
8. To deal with parents and other members of the public and generally to ensure the welfare of the children attending the school and to maintain good relations and contacts with the public through the Parent-Teachers Association.
9. To organise with the help of officers of the Inspectorate Cadre, school based staff development programmes for the teachers who need upgrading in a specific subject area.
10. To ensure, at school level, the smooth implementation of educational projects, pre-primary or pastoral care initiated by the Ministry to enhance the quality of education and to promote greater equity in the system.
11. To enlist parental and community participation and support in the management of primary schools.

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12. To ensure that the distribution of foodstuffs and other requisites is properly done.
13. To help in the preparation and running of examinations and tests in primary schools.
14. To conduct the inventory of school furniture, materials and equipment.
15. To monitor the implementation of the Literacy and Numeracy Programme.
16. To use ICT in the performance of his duties.
17. 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 Head Master in the roles ascribed to him.



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