**Job Description**

**KwaZulu-Natal Department of Education Presidential Youth Employment Initiative - Basic Education Employment Initiative (PYEI-BEEI): Phase V**

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| |  | | --- | | **A. JOB INFORMATION SUMMARY** |  |  |  | | --- | --- | | JOB TITLE: | General School Assistant: Handyperson | | NAME AND SURNAME OF INCUMBENT |  | | SCHOOL NAME |  | | EMIS NUMBER: |  | | CIRCUIT: |  | | DISTRICT |  | | DESIGNATION OF SUPERVISORY POST | Principal/Delegated Official | | STIPEND | R 4030.00 less 1% UIF | | PERIOD START DATE: |  | | PERIOD END DATE: |  |  |  | | --- | | **B. JOB OBJECTIVE/PURPOSE** |   The General School Assistants (GSA) are to assist the school in the following way:   * Assessment of the condition of the school infrastructure and surrounding; * Compile a maintenance plan for work to be undertaken, conduct general upkeep, minor repairs and replacements and improvements to buildings and grounds; * Preventative Maintenance: Maintenance is done before the problem occur; * Corrective Maintenance: A problem occur that leads to remedial maintenance * Condition-based maintenance: This maintenance occurs when a situation or condition indicates maintenance is needed  |  | | --- | | **C. KEY RESPONSIBILITIES** |   Type of Work to be undertaken:   * Painting * Repairs of Windows * Repairs of doors * Repairs of damaged floors * Repair and maintenance of ablution facilities * Repair of fencing * Repair of minor electrical items (fused globes, switches, plug points etc) * Repairs and rehabilitation of desks and furniture * Repairs of leaking taps * Maintenance of gardens and grounds * Repair of broken minor replaceable components of some equipment * Repair/ replace roof sheets blown away by wind, facia boards, gutters, downpipes etc * Day to day minor maintenance – * Cleaning of indoors of core, specialist, and common areas (including classrooms, corridors, and ablution facilities) sweeping, wiping, scrubbing, dusting, and polishing of surfaces, * Picking up of papers and disposing thereof in designated areas (waste bins or waste disposal area), * Cleaning and maintaining gardens, grounds, landscapes, open spaces, playgrounds, and sports fields, including cutting lawns, trimming, and shaping of trees, planting flowers and trees, installing grass patches, watering gardens and lawns, de weeding, * Cleaning storm water drainage systems, gutters, downpipes, water channels, drains, removal of debris and unblocking and splashing with water.  |  | | --- | | **D. KNOWLEDGE AND QUALIFICATIONS** |  * Should have interest or knowledge of any infrastructure maintenance jobs. * No qualification required, however TradeCertificate will serve as an added advantage  |  |  | | --- | --- | | **E. HOURS OF WORK** | | | Working Hours | 40 hours per week |  |  | | --- | | **F. JOB DESCRIPTION AGREEMENT: SIGNATURES** |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **NAME AND SURNAME IN PRINT**  **ASSISTANT** | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **SIGNATURE OF ASSISTANT** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **DATE** | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **NAME AND SURNAME IN PRINT**  **MENTOR** | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **SIGNATURE OF MENTOR** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **DATE** | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **NAME AND SURNAME IN PRINT**  **PRINCIPAL** | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **SIGNATURE OF PRINCIPAL** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **DATE** | | | SCHOOL STAMP | | | |