

DUTIES AND RESPONSIBILITIES OF MANAGERS OF PRESBYTERIAN PRIMARY SCHOOLS

1. Every Manager shall be responsible for the efficient performance of:-
 - (a) Such duties as may be delegated to him/her by a Board of Management.
 - (b) Such duties as are delegated to him/her by the Minister including:
 - (i) The checking of attendance register at least once per month.
 - (ii) The furnishing of such reports as may be prescribed or required at any time by the Minister.
 - (iii) The protection of school premises and furniture against improper use. (Act No. 1 of 1966. Clause 21).
2. To co-operate with the Principal and Staff and the representative of the Primary Schools' Board of Education in promoting Christian Education Programmes of the highest possible quality.
3. To work with the Principal, staff, chaplain and Board Representative in the implementation of the Christian Education Programme and to ensure that R.I. is time tabled and taught on a daily basis.
4. To assist the Principal and staff in raising funds to undertake the rebuilding, repairs and or renovation work that may become necessary and to have oversight with the Board Representative when such work is being done.
5. Managers are to consult with the Principal with regard to the spending of The Sanitation and Maintenance Grant and forward to the Board all official Bills and receipts and a Statement of Accounts of how the Grant was expended. This is to be done at the end of the academic year.
6. To sign and forward without delay to the competent authority all documents received from the Principal.
7. To visit the school regularly in accordance with provision 1 above and make appropriate log entries on his/her findings.
8. The Manager in consultation with the Principal and the Board's Representative may grant permission for the use of the school premises outside the official working hours on condition that any damages done to the School Plant will be the sole responsibility of the person or group to whom permission was granted.
9. Notwithstanding the above, the Board without prejudice may from time to time suspend or dismiss a Manager for not performing his/her duties efficiently and may delegate to such manager appointed the powers and duties of the Board as it may see fit.
In the absence of a Manager of a school the General Secretary of the Presbyterian Primary Schools' Board of Education shall perform the duties of the Manager.
10. That Managers are to ensure that the Policies of Synod be adhered to.

This document replaces all previous ones of the Presbyterian Primary Schools' Board of Education.

Sgd. WAYNE MAICOO
GENERAL SECRETARY

Sgd. CARLYLE MULCHAN
CHAIRMAN



THE PRESBYTERIAN PRIMARY SCHOOLS BOARD OF EDUCATION

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CHAIRMAN

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MR. CARLOS LACKHAN
GENERAL SECRETARY

MRS. SITARA GARDENER
TREASURER

20th January, 2011.

From: General Secretary
Presbyterian Primary Schools
Board of Education.

To: **ALL PRINCIPALS**
Presbyterian Primary Schools.

Subject: **Leave arrangements for Sick and Occasional absences**

Dear Principals,

The Presbyterian Primary Schools Board of Education has agreed that, **with effect from 1st February 2011**, Ancillary Staff (Janitors) in Presbyterian Primary Schools who have worked continuously for at least one year from their first date of employment may be granted leave as follows:-

1. **SICK LEAVE:**

- 1.1. Sick Leave to a maximum of seven (7) working days in any calendar year shall be granted with full pay to a member of the Ancillary Staff (Janitor) who qualified on evidence of a medical certificate from a registered medical practitioner
- 1.2. Two (2) days Sick Leave with full pay, inclusive of the maximum days allowed shall be granted to a member of the ancillary staff without a medical certificate, provided that the member has worked continuously for at least one year from the first date of employment.

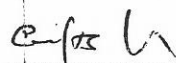
2. **OCCASIONAL LEAVE:**

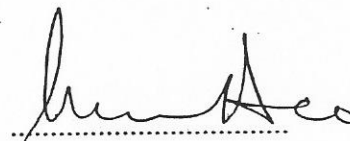
A member of the Ancillary Staff who has worked continuously for one (1) year from the first date of employment shall be eligible for seven (7) days in any calendar year with full pay provided that

- 2(i) Leave is requested in advance
- 2(ii) Not more than two (2) days occasional leave be granted at any one time.
- 2(iii) Occasional Leave shall not be preceded or followed immediately by Sick Leave, except in extraordinary circumstances.

Principals are requested to bring this correspondence to the attention of all members of the Ancillary Staff who must sign as having seen it.

Respectfully,


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Carlos Lackhan
General Secretary


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Manan Deo
Chairman