

PRIVATE SECONDARY EDUCATION AUTHORITY

Scheme of Service

Post:Gatekeeper

Salary:10,950 x 250 - 11,450 x 260 - 14,050 x 275 - 15,150 x 300 15,750 x 325 17,700 x 375 -
18,075

Qualifications : By selection from among employees in the grades of General Worker/Caretaker serving in the Private Secondary Schools.

- Duties:
- 1) to open and close the gates of the school whenever necessary.
 - 2) To control the entry and exit of visitors and vehicles.
 - 3) To monitor the movement of the public inside the school premises.
 - 4) To direct members of the public to appropriate sections.
 - 5) To record particulars and time of arrival and departure of visitors and registration number of vehicles entering/leaving the school compound.
 - 6) To ensure that gate security is preserved at all times.
 - 7) To perform such other duties directly related to the main duties list above or related to the delivery of the output and result expected from the Gatekeeper in the roles ascribed to him according to his posting.

Date: 3rd December 2018