



FREE STATE DEPARTMENT OF EDUCATION

Circular MG No 9 of 2020

**To: Deputy Director General
Chief Directors
Directors
District Directors
Deputy Directors Human Resource
Chief Education Specialists
Circuit Managers
School Governing Body
Teacher Unions**

Re: Appointment of Contract Screeners and Cleaners

1. In the wake of repeatedly rising figures of cases of people infected by the Coronavirus (Covid-19) in our country, it is of paramount importance that the department and stakeholders, intentionally participate in the fight against the spread, which might have devastating impact to the country's socio-economic step-up, and reverse the gains that have been attained and frustrate all attempts by the government to address all outstanding social-economic and educational challenges that we are currently faced with.
2. It is in this context that the FSDoE decided to put measures in place to contain the spread of the virus by allowing schools to appoint screeners and cleaners using the norm *(1 cleaner and 1 screener for every 250 learners but limited to a maximum of 3 cleaners and 3 screeners for learner enrolment above 500)* as explained in paragraph 3 below.
3. The norm that must be applied when recruiting for screeners and cleaners respectively, is as follows based on the total enrolment of learners:

School Enrolment	Number Qualifying for		
	Cleaners	Screeners	Total
Learners less than or equal to 250	1	1	2
Learners between 250 and 500	2	2	4
Learners above 500 get maximum	3	3	6

4. As part of the drive to create jobs, schools must recruit from their locality and the existing recruitment processes must be **transparent**.

5. Kindly find herein the requirements that must guide the recruitment process for the **contract posts for Screeners and Cleaners for schools: Free State Department of Education.**

5.1 SCREENERS:

SALARY (STIPEND)	: R2 500.00 per month
PERIOD OF APPOINTMENT	: Three (3) Months Contract
CENTRE	: Various Schools in the Free State Province
REQUIREMENT	: Grade 12 or Equivalent Qualification
DUTIES	: To assist schools with any COVID-19 related matters (i.e. screening, ensuring wearing of masks, maintaining social distancing, sanitizing and or regular washing of hands with water and soap) as well as monitoring compliance to Regulations thereof. Understanding of the Standard Operating Procedures. Understand the Guidelines on Screening of Staff (Teaching and non-teaching) and Learners.

5.2 CLEANERS:

SALARY (STIPEND)	: R2 500.00 per month
PERIOD OF APPOINTMENT	: Three (3) Months Contract
CENTRE	: Various Schools in the Free State Province
REQUIREMENTS	: ABET or Equivalent Qualification
DUTIES	: To assist schools with the provision of general cleaning and other services outside and inside the school premises. Clean all surfaces (e.g. floors, desks, bathrooms, any other space to be occupied by teachers, learners etc.) thoroughly with disinfectant cleaner. Clean and disinfect all surfaces that are frequently touched such as taps, classroom and toilet doorknobs. Other frequently touched areas are in the staffroom. Understand the Standard Operating Procedures and Social Distancing Guidelines. Understand the Guidelines on Cleaning of Schools and Maintaining Hygiene. It is expected of Schools to comply with the standard selection and recruitment procedures.

6. For more information please feel free to contact the **District Deputy Director Human Resource** in all 5 (five) Districts of Education.
7. The FSDoE will appreciate support from all stakeholders to manage the process as fair and transparent as possible.

Yours Sincerely

A handwritten signature in black ink, consisting of a large, sweeping initial 'M' followed by a cursive 'A' and 'L'.

Adv TN Malakoane
HOD: Free State Department of Education

Date: 28 May 2020