

DUTY LIST - 2026

A – GENERAL

1.	<u>Buildings and Grounds</u> (Management) ➤ Responsible for toilets, classrooms, store rooms and general neatness	Chief : B. Biyela Admin. Block – M. Mdaka A – Block Ground level - M. Mdaka A – Block Top - M. Mdaka B – Block Ground level - M. Mdaka B – Block Middle - M. Mdaka B – Block Top - M. Mdaka Swimming Pool - M. Mdaka Sports fields - M. Mdaka Gardens - M. Mdaka
2.	Leadership - Supervision, liaise/co-ordinate	Principal & Management
3.	Timetable	S. Pather & N. De Kock
4.	Media Centre Monitors	S. Pather, N. Ntsele & P. Manqele
5.	Computers	N. Sewchurran, N. Zulu & X. Myeza
6.	Tuck Shop	SGB & SMT
7.	After Care	M. Myeni
8.	Groundsman & Cleaners	M. Mdaka
9.	Prefects	M. Mdaka
10.	Scholar Patrol	Dept. of Transport
11.	SBST	1. S. Pather 2. P. Naidoo (Chetty) 3. N. Mthimkhulu
12.	Spiritual Guidance	Z. Luhlongwane, K. Zulu, T. Strydom, N. Dlamini, E. Bester, A. Booysen, S. Gora, N. Sewchurran & S. Ngema
13.	Class / Individual & Sport photos	P. Mbangata, N. de Kock, S. Mfeka, M. Mdaka & R. Mlambo
14.	Marketing	T. Duze & S. Mfeka
15.	Social & Staff Development	B. Biyela, R Mlambo, S. Pather and R. Faro
16.	Teacher Union Representative	SAOU – A. Booysen NAPTOSA - E. Bester SADTU - B. Nkwanyana
17.	Grade Convenors Compile agenda in consultation with management. Keep record of decisions and planning. (Rotate every term)	Gr R - N. Naicker Gr 1 - E. Bester Gr 2 - S. Smith Gr 3 - D. Govender Gr 4 - C. Oosthuizen Gr 5 - B. Mnculwane Gr 6 - T. Strydom Gr 7 - B. Nkwanyana
18.	Duty Rosters: ➤ Playgrounds ➤ Prayer List ➤ Assembly Duty	M. Mdaka & A. Booysen M. Mdaka M. Mdaka
19.	➤ Students - GPPS	B. Biyela
20.	School stock	Co-Ordinator: B. Biyela

	Board of Survey	Consumables & Furniture: B. Biyela, R. Faro & P. Mbangata Audiovisual: N. Zulu Textbooks: S. Pather Laptops/Projectors: N. Zulu Tools: M. Mdaka & Fakazi Kitchen / Cutlery: Rosie & P. Mbangata Music Room: Z. Luhlongwane
22.	Trophies	P. Mbangata
23.	Honourary Boards	N. de Kock
24.	Readathon/World Book Day	S. Pather & N. Ntsele
25.	Vehicles & Lawnmower	B. Biyela, M. Mdaka & P. Mbangata
26.	Preparation-School Hall (JP & SP)	M. Mdaka & Support Staff
27.	Uniform Shop	C. Mthethwa
28.	Copy room	T. Twala & R. Faro
29.	Staff room & Pigeonholes	N. De Kock & all Educators
30.	Bulletin board	Admin
31.	Sick room tidiness	Siphelele Gavenda
32.	Men's and Ladies toilets tidiness	N. De Kock & N. Mashaba
33.	Staff fund	Z. Mtolo
34.	Keeping minutes of staff meetings	P. Chetty
35.	Keeping minutes of morning meetings	A. Booysen
36.	Term Programme	SMT
37.	School rules and Code of Conduct	B. Biyela & SMT
38.	Lost Property	After care
39.	Educators' LTSM	DH's & Z. Mtolo
40.	Telephone accounts & pin codes	N. De Kock
41.	Photocopier	T. Twala, R. Faro & Z. Mtolo
42.	Staff leave register	N. De Kock
43.	Newsletter	B. Biyela
44.	SDT Committee for QMS	S. Pather & SMT
45.	Photographs Hall	M. Mdaka & S. Mfeka
46.	Financial Budget	B. Biyela / SGB / R. Faro
47.	Registers	A. Booysen
48.	Admissions	B. Biyela & Admin
1.	Fundraising	S. Pather, N. De Kock, R. Mlambo, B. Biyela, T. Duze, S. Mfeka, N. Ntsele, P. Mbangata & R. Faro
3.	Detention Roster	M. Mdaka C. Oosthuizen
4.	Merit Certificates	P. Naidoo (Chetty)
5.	Nutritional Programme	Class Educators/SBST
6.	S.C.A	A. Booysen
7.	Spelling Bee	S. Pather & B. Chiliza
8.	Astro Quiz	J. McClure
9.	Orators	B. Chiliza
10.	Science Expo	S. Gora
11.	Music exams (UNISA and Trinity)	Z. Luhlongwane

B. CULTURE

1.	Choir Infants – N. Dlamini 3 & 4 – Z. Luhlongwane & B. Nxumalo 5 to 7 – Z. Luhlongwane & B. Nxumalo Boys – B. Nxumalo & Z. Luhlongwane	Z. Luhlongwane, N. Dlamini, S. Mfeka, L. Xulu, B. Nxumalo & P. Manqe
2.	Media and Maths & Science Lab	S. Pather, P. Manqe & N. Ntsele
3.	Cultural Evening Clash of the Choir Conductors	P. Mbangata (Culture Department)
4.	Hall Booking	Z. Mtolo
5.	Crafts Club	E. Bester
6.	Zulu Dancers	K. Zulu, B. Nxumalo & N. Mthimkhulu
8.	Scouts	M. Ncube

C. SPORT - Sport Organizer - R. Mlambo

STAFF ALLOCATION

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DUIKERS (A-J)	ELANDE (K - M)	IMPALAS (N - Z)
S. Mkhabela (House Captain)	C. Ngwenya (House Captain)	M. Shange (House Captain)
Z. Mpungose (House Captain)	S. Masuku (House Captain)	N. Magwaza (House Captain)
E. Bester	J. McClure	N. Sewchurran (f)
A. Booysen	P. Manqe	J. Joseph-Naidoo
D. Du Plessis	X. Myeza	S. Ngema
P. Chetty	B. Mthethwa	N. Sithole
N. Dlamini	S. Mtshali	S. Smith
D. De Beer	N. Naicker	T. Strydom
L. Vandayar	B. Shandu	V. van der Merwe
D. Govender	B. Nkwanyana	K. Zulu
S. Jacobs	R. Mthembu	N. Ntuli
Q. Jones	B. Chiliza	C. Oosthuizen
N. Keswa	B. Mnculwane	N. Sewchurran
S. Gora	B. Sithole	N. Pakade
N. Zulu	N. Sithole	M. Ncube
N. Mthimkhulu	M. Terblanche	S. Sewsankar
1.	Athletics House Captains	(Duikers) - S. Mkhabela & A. Mpungose (Impalas) - M. Shange & N. Magwaza (Elande) - C. Ngwenya & S. Masuku
2.	Athletics Practise Days & Times Mondays, Tuesdays & Thursdays	CONVENOR: P. MBANGATA Coaches: S. Mkhabela, N. Magwaza, S. Masuku, R. Mthembu, M. Shange & Z. Xulu Admin – Athletics: P. Mbangata Admin – C/Country: P. Mbangata

3.	Cricket Mini Cricket: PE Junior & Senior Cricket: Monday & Wednesday 14:15 – 15:30 (Match days: Thursdays & Saturdays)	<u>CONVENOR :</u> P. MBANGATA <u>Boys:</u> PE <u>Girls:</u> R. Mlambo Coach – Senior Cricket: P. Mbangata, C. Ngwenya & R. Mthembu Junior Cricket: R Mlambo, S. Mkhabela & M. Shange
4.	Chess Practise Days & Times – Beginners & Advanced: To be communicated by coaches	B. Sithole
5.	Rugby Practise Days & Times: U8 & U9: PE Tuesdays & Thursdays – 14:15 – 15:15 U11 & U13 Mondays & Wednesdays – 14:15 – 15:30 (Matches on Tuesdays / Thursdays) (Tournaments on Saturdays)	<u>CONVENOR :</u> R. Mlambo U/7&8 : C. Ngwenya & S. Mkhabela U/9 : M. Shange & R. Mthembu U/11 : C. Ngwenya & S. Mkhabela U/13 : R. Mlambo, Q. Jones & R. Mthembu
6.	Netball Practise Days and Times: U7, U8 & U9: Tuesdays & Thursdays – 14:15 – 15:15 U10, U11 & U13 Mondays & Wednesdays – 14:15 – 15:30 (Matches on Tuesdays / Thursdays) (Tournaments on Saturdays)	<u>CONVENOR :</u> U/7 : Z. Mpungose U/8 : N. Magwaza U/9 : D. Du Plessis U/11 : Z. Mpungose & N. Ntuli U/13 : N. Magwaza & D, De Beer
7.	Hockey Practise Days and Times: U7, U8 & U9: Tuesdays & Thursdays – 14:15 – 15:15 U11 & U13 Mondays & Wednesdays – 14:15 – 15:30 (Matches on Tuesdays / Thursdays) (Tournaments on Saturdays)	<u>CONVENOR:</u> T. DUZE <u>COACHES: GIRLS</u> U/7 : S. Masuku U/8 : T. Duze & Z. Xulu U/9 : S. Masuku U/11 : C. Oosthuizen U/13 : T. Duze & Z. Xulu

8.	Soccer Practise Days and Times: U9: Tuesdays & Thursdays – 14:15 – 15:15 U11 & U13 Mondays & Wednesdays – 14:15 – 15:30 (Matches on Tuesdays / Thursdays) (Tournaments on Saturdays)	<u>CONVENOR:</u> S. SHANDU & Z. XULU <u>COACHES:</u> U/7 & 8 Boys R. Mthembu & C. Ngwenya U/7 & 8 Girls Z. Mpungose & S. Masuku U/9 Boys M. Shange U/9 Girls D. De Beer U/11 Boys B. Nkwanyana U/11 Girls N. Magwaza U/13 Boys S. Shandu U/13 Girls Z. Xulu
9.	Swimming Practise Days and Times: 1st & 4th Term: Mondays to Thursdays – 14:00 – 15:00 No Galas (Also private lessons by Linda)	<u>CONVENOR:</u> D. De Beer Coaches: D. De Beer S. Smith External Coach: T. Diedericks

PLEASE NOTE !

All the above arrangements and allocations of staff is relevant for 2026.

IMPORTANT !

- Move out of your comfort zone and empower yourself for 100% efficiency!
- Take one thing at a time, don't procrastinate - work your plan!
- Focus on results, not the activity!
- Focus on the right things that is, doing what is truly important!
- Be responsible for who you are!
- Goal setting is the cornerstone of top achievers.
- "It's not about ideas. It's about making ideas happen." – *Scott Branson*
- "It always seems impossible until it's done." - *Nelson Mandela*
- "Success is no accident. It is hard work, perseverance, learning, studying, sacrifice and most of all, love of what you are doing or learning to do." - *Pele*
- "Continuous improvement is better than delayed perfection." – *Mark Twain*
- "Do not be embarrassed by your failures, learn from them and start again." - *Richard Branson*
- "The only way to do great work is to love what you do." – *Steve Jobs*
- Your attitude determine your altitude. People suffering from "*stinking thinking*", are unproductive, conflict problems and generally painful to be around. By changing attitude we change the future of our lives.
- "We forget that waking up every day is the first thing we should be grateful for." - *Unknown*
- Have fun! Whether it be good times or bad times, it's the only times you have!
- ENSURE THAT EACH DAY IS A WINNING DAY!

SUCCESS COMES IN CAN'S – NOT CAN'TS

GRANTHAM PARK PRIMARY SCHOOL



INFORMATION BOOKLET 2026