

SACRED HEART CONVENT SCHOOL MONITORS' DUTIES

YEAR 7

- Make sure chairs are put on top of desks and the floor is free from litter at the end of each day.
- Make sure that the tops of the lockers and bag shelves are cleared at the end of the day and the window blinds are open.
- Tidy satchel racks and hockey sticks.
- Tidy floor in the Geography / History corridor.
- Keep notice boards in the Geography Room / Corridor tidy.

SACRED HEART CONVENT SCHOOL MONITORS' DUTIES

YEAR 8

- Make sure chairs are put on top of desks and the floor is free from litter at the end of each day.
- Keep noticeboards & curtains in the English Room tidy
- Keep the corridor between the English Room and Staff Room tidy.
- Keep the Changing Room tidy.
- Fetch milk for the Staff Room.

SACRED HEART CONVENT SCHOOL MONITORS' DUTIES

YEAR 9

- Make sure chairs are put on top of desks and the floor is free from litter at the end of each day.
- Tidy the bookcases and shelves in the History Room, including the satchel racks. Ensure nothing is left on top of these shelves.
- Keep the area around the Offices and waiting area tidy.
- Make sure the Year 8 / 9 cloakroom is kept tidy.
- Keep noticeboards in the History Room tidy
- Make sure window blinds are open

SACRED HEART CONVENT SCHOOL MONITORS' DUTIES

YEAR 10

- Make sure the floor is free from litter at end of each day
- Ensure notices on boards in French Room and in corridor are kept tidy.
- Tidy bookshelves and bookcases in French Room, including bag cupboard. Make sure no folders are left lying on top of surfaces and ensure doors are kept closed.
- Keep Entrance Area and shelves between this and the French Room tidy.

SACRED HEART CONVENT SCHOOL

MONITORS' DUTIES

YEAR 11

- Make sure chairs are put on top of desks and the floor is free from litter at the end of each day.
- Ensure bookcases, cupboards and shelves are kept tidy.
- Keep noticeboards in Maths Rooms and in corridor between Maths Rooms and Gym, tidy and in order.
- Tidy coats, shoes etc., in the corridors between Maths Rooms and Gym .
- Lunch / Book boxes to be tidied.
- Keep Year 10 / 11 cloakroom tidy.