

DRAFT



Sadiq Public School
Since 1954

Job Description

JUNIOR CLERK

Dear Candidate,

On behalf of Sadiq Public School, its staff and pupils I would like to thank you for expressing an interest in our vacancy for Junior Clerk.

Sadiq Public School is an independent boarding and day school. It comprises the Junior School, the Prep School (Boys) the Senior School (Boys), the Prep School (Girls), the Senior School (Girls) and the Progressive School and offers education to nearly 2900 pupils aged 3 to 20 years old.

A distinctive feature of Sadiq Public School is its House System with all pupils, whether day or boarding, being members of a House. Boarding numbers at present stand at circa 700 pupils with an intention to increase to approximately 1200 plus within a couple of years. It aims to be a truly a world-leading academic institution, sharing and teaching the values and spirit of the School's founder.

Against the backdrop of an expansive and beautiful campus Sadiq Public School is now entering a period of ambitious growth and development not only in terms of its curricular and pastoral provision but also in terms of its physical facilities for teaching and boarding with a significant, phased investment programme planned.

Underpinning everything that we do is the aim that each pupil not only gets fulfilment and enjoyment from their school years but leaves the School with an understanding and value of self and with the necessary skills and knowledge to succeed at university and in the wider world. That success depends not only on high academic and extra-curricular achievement but also on having acquired the necessary human skills and values that will enable them to operate in a global society.

In this pack, you will find information about the School, the post and the appointment process. We hope this will tell you everything you need to know, but if you do have any questions, or if you would like to arrange an informal visit, please contact me via email at principal@sps.edu.pk

We look forward to receiving your application.

David Dowdles
Principal and CEO



The School

His Highness Sir Sadiq Muhammad Khan Abbasi, the Ameer of Bahawalpur, laid the foundation stone of Sadiq Public School on 4th March 1953, provided 450 acres of land and financed the entire construction. His Chief Minister, Makhdoomzada Hassan Mahmud, supervised the project.

On January 18th, 1954, His Highness Sir Sadiq Muhammad Khan Abbasi inaugurated the School with 37 students and 7 teachers. The initial structure consisted of the Main Academic Block, 2 Boarding Houses and 5 Staff Houses with Khan Anwar Sikandar Khan as the first Principal. Sadiq Public School began as an institution for girls and boys. In the next two years, one swimming pool, a hospital and 12 staff houses were built by the Public Works Department.

In 1957, the first batch of students appeared, for Senior Cambridge. In 1958 students appeared for Matriculation and in 1966 for Intermediate and in 1994 students appeared for Cambridge A Levels.

In 1966 the admission of girls was stopped. A separate Girl's Section started in May 2003 with 9 girls and has since grown to more than 700 girls with 120 boarders. The new academic building for girls, donated by His Royal Highness the ruler of Abu Dhabi and President of UAE, was completed on July 25th, 2008 for girls classes (Class 6 to 12). Lessons for girls in the new building began on October 6th, 2008.

Today, Sadiq Public School is the embodiment of its Founder's vision - a school providing an outstanding public school education to students not just from the Bahawalpur region, but from all over Pakistan. The School's facilities as well as the environment are good but a major programme of development is now underway. The opportunities for students are unlimited. The curriculum is based on the 5-pointed star of the School's emblem: discipline, academics, sports, clubs, societies, and community service.

Sadiq Public School students gain admission to the world's best universities and make strong and valued contributions to their beloved Pakistan.

Significant investment has taken place in recent years to modernise boarding and redevelop parts of the site. The School has an ambitious estates development plan which will see further investment in the next three years.

Job title Junior Clerk

Reporting to Head of Pastoral Care/Head of Academics/Headmaster/Headmistress, members of the Senior Management Team and ultimately the Principal and CEO.

The Post

The Clerk is responsible for tasks assigned to him/her by the respective head. The Junior Clerk performs a variety of office support tasks in the School including answering telephones, filing, copying, posting, data entry, typing, and word processing.



Job Description

- Follow office procedures and school rules and regulations in the performance of duties related to, but not limited, to student records maintenance/control, registration, withdrawals, age verification, student address verification, and activities related, but not limited, to student attendance, discipline, guidance services
- Process documents, requiring various procedural knowledge, including the request, receipt, transfer and maintenance of student records
- Handle routine inquiries and provide information to parents, students, and the general public regarding school policies/procedures, rules and regulations, and other school-related matters with the prior permission of the respective Head
- Screen and route telephone calls; type letters, memos, forms, lists, and reports from copy, rough draft or general instructions; organise and maintain files; keep records, lists and logs
- May act as a liaison between parents/students and school administration
- Perform related work as required
- Greet school visitors and answer telephones; refer callers and respond to routine inquiries in a courteous manner
- Maintains accurate and up-to-date permanent records and attendance reports
- Schedule appointments, meetings, and conference times when appropriate for teachers and parents

- Complete automated data entry assignments
- Receive, sort and distribute incoming mail
- Supervise students in emergencies
- Responsible for wiping down surfaces to uphold sanitation standards as required for a safe school environment.
- Assist the School administration and other staff members in the orderly, expedient and safe transition of students from one location to another
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
- Perform other duties as assigned by an appropriate administrator or their representative.



Person specification qualifications and skills

knowledge, skills and abilities

- Ability to effectively communicate and liaise with relevant stakeholders including staff, students, the community and families
- Ability to be flexible and adapt as needed between various in-person working environments
- Computer proficiency including Microsoft Office
- Knowledge of school safety & security procedures
- Excellent writing and communication skills
- Ability to work independently and in a team setting
- adapt to new/modern methods that will have an impact on the efficiency of the Department
- accept greater responsibilities as opportunities arise

The ideal candidate should also have a basic understanding of spoken English and be ready to devote some limited time to developing his/her language ability.

This job description is not necessarily a comprehensive definition of the post. It is subject to change at any time at the discretion of the School.

Application process

Timeline for appointment

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| • Job description finalised | August 2024 |
| • Advertisement of the post | August 22nd 2024 |
| • Closing date | August 26th 2024 |
| • Review of applications | w/b 27th August |
| • Interviews and visit to SPS | August |
| • Appointment confirmation | August |
| • Start date | September 2024 |

Terms and conditions

The terms below do not form part of a contract and are for information only.

Hours of work

Such hours as shall be necessary to properly discharge your duties

Contract

Initial 3-year contract

Probationary period

This appointment will be subject to the satisfactory completion of a probationary period of 1 year, references and other checks.

Notice period

1 full academic term

Confidentiality

The need for absolute confidentiality and discretion, both within the School and the wider community must be understood and applied

How to apply

Please submit applications using the application form provided on the School website: www.sadiqpublicschool.com. Applications should be sent by courier service or post for the attention of Mr David Dowdles, Principal and CEO Sadiq Public School. In addition, a covering letter of no more than two pages should be prepared and sent with the application.

August 2024





Sadiq Public School