



Sadiq Public School

Bursar August or September 2024

Sadiq Public School offers an education to nearly 2900 pupils aged 3 to 20 years old including 700 boarders. It aims to be a truly a world-leading academic institution, sharing and teaching the values and spirit of the School's founder, Nawab Sir Sadiq Muhammad Khan Abbasi V.

Against the backdrop of a beautiful 450 acre campus the School is now entering a period of ambitious growth and development in terms of its curricular and pastoral provision and also in terms of its physical facilities for teaching and boarding with a capital development programme now planned to include the construction of a Teaching Centre, Boarding Houses, Sports Complex, Auditorium and Library.

We are looking to appoint an outstanding and enthusiastic Bursar from August or September 2024. As a key member of the Senior Management Team, the Bursar will report directly to the Principal and CEO. You will be responsible for the overall financial management of the School, as well as overseeing the commercial, operational and strategic interests, including the facilities, grounds and catering. You must have proven managerial experience and superb communication and relationship building skills at all levels and be able to demonstrate commercial and business acumen with expert management of the day to day operations and non-academic aspects of the School. Strong financial and operational skills are essential.

You will have the experience of, or demonstrate the potential, for delivering excellence, within an already successful team and be able to bring calm, focused and strategic thinking within an ever changing and thriving school.

Ideally, the successful candidate should have previous experience in a school or an educational organisation. In addition, we are also looking for a candidate who can own and progressively evolve our financial systems, as we continually review our operations.

The role will involve interactions with staff, parents, the Board of Governors and suppliers, therefore good interpersonal and presentation skills are essential.

Applications with a covering letter addressed to the Principal and CEO, Sadiq Public School, Bahawalpur and a CV of no more than three pages should be sent by post or courier service as soon as possible and no later than Friday, August 2nd 2024. Applications will be reviewed by the Selection Committee.



Sadiq Public School

Headmistress
Girls' Section
August or September 2024

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The School is looking to appoint from August or September 2024 an outstanding, fluent English-speaking, Headmistress Girls' Section. This is a key post reflecting the significant developments currently being undertaken at Sadiq Public School and as such the ideal candidate will be an ambitious colleague of significant experience, including possibly international experience, who will work closely with and report directly to the Principal and CEO.

The School is reviewing its curriculum and many of its internal structures. The successful candidate will be a key player in this process and will be responsible for developing strategies to support staff performance, enhance student outcomes and foster independent learning. She will also be required to take an active role in staff development and training.

The successful candidate may have a small teaching commitment and should be able to teach her subject up to and including O/A Levels and/or Matric/F.Sc. and demonstrate excellent subject knowledge and a passion for raising attainment and expectations. She will also have the ability to inspire colleagues and pupils and maintain a commitment to the high standards and work ethic of our school.

Candidates should be flexible, hold a relevant degree and preferably a recognised teaching qualification and be prepared to participate fully in the boarding, academic and extra-curricular life of the School. In-depth knowledge and considerable senior level experience of all areas of the curriculum are essential. The School will offer a competitive salary package and enjoys a highly dedicated staff team.

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Sadiq Public School

CAREER

Applications are invited for the following position:

Assistant Accountant:

- B.Com/BS Commerce from a recognized university.
- Candidate must have 5 years of relevant experience.
- A competitive salary package, negotiable based on qualifications and experience.

3 year contract in the first instance with one year probationary period

- Application form is available on our website: www.sadiqpublicschool.com
- Incomplete or online applications will not be entertained.
- Only short listed candidates will be called for an interview.
- Applications must arrive by email (principal@sps.edu.pk), courier service or by post at the latest by **15 July 2024**.
- Candidates called for an interview will not be entitled to TA/DA.