

DRAFT



Sadiq Public School

1954

JOB DESCRIPTION BURSAR

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 a Bursar.

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 2500 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 1000 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.

The School falls under THE PUNJAB EDUCATIONAL INSTITUTIONS (RECONSTITUTION) ACT 2021(ACT XXII OF 2021).

Wider School Life and Mission

Mission statement

- To be a vibrant, caring school, providing an education where each person is known and loved.
- To enable all who study here to discover their strengths and make the most of their talents within a nurturing and supportive community.
- To foster spiritual and personal development and a sense of social responsibility.
- To create an educational environment that nurtures creativity, encourages flexibility and embraces independence of thought.
- To equip our pupils with the values, skills, and habits of mind that will help shape their future in the wider world.

The post holder will have a central role in the life of the School and will have sympathy with the values and ethos of the School. The successful candidate will join a strong, energetic and collaborative senior leadership team who are committed to continuous whole school improvement. Supportive, imaginative and enthusiastic team work is a cornerstone of School's way of working and the Bursar and will play a pivotal part in building on this relationship.

There is a tangible sense of community at Sadiq Public School and we believe that it is an exceptional place to work. The senior team works very closely and the Bursar and will have a key role in helping shape the future development of the School.

The Appointment

The Management Committee and the Principal and CEO are seeking to appoint an individual with a strong leadership, management, financial, commercial and project management background to join the School Management Team as the Bursar. This is a new appointment and is a key role in the strategic development and operational management of the School. The individual will play a major role in the School's strategic direction, closely working with the Principal and CEO to develop, implement and evaluate the School's strategic development plan. Qualifications in accounting, finance or management are important, as is having the appropriate level of experience, emphasis being placed on having the right mix of skills and personal qualities. The School is keen to consider applicants from industry with a range of professional backgrounds.

The School is embarking on an exciting and significant estates development programme and this appointment will be key to the success of the School's development plan. The Bursar is responsible for the effective day to day management of all business and estates aspects of the School and for making a leading contribution to the School's strategy for the future.



Key Tasks

The overriding task is to achieve financial targets set by the Board of Governors and to provide a smooth operational support to the efficient running of the School.

As directed by the Board of Governors and the Principal and CEO at the beginning of each year specific tasks will be set and monitored accordingly. In the first year, these will include:

- developing an understanding of the financial challenges of the School and formulate a strategy for short, medium and long-term development;
- work with the Board of Governors and Senior Management Team to develop a long-term strategic plan for the School
- developing a detailed understanding of the estate and in conjunction with the Principal and CEO review and implement the five-year planned maintenance programme including a financial appraisal to support budget predictions;
- develop a multi-year capital investment plan for the School;
- becoming fully conversant with the latest legislative and regulatory matters and ensure compliance;
- reviewing the School's Human Resources systems for the appraisal of support staff and plan and implement the same;
- developing an understanding and appreciation of the unique ethos of Sadiq Public School and become integrated in the wider culture of the School and its activities.

The Role

The Bursar supports the Principal and CEO in the provision of all non-teaching aspects of the School. The Bursar is appointed by the Management Committee and reports directly to the Principal and CEO on non-teaching aspects of the operational management and running of the School.

The Bursar is accountable for the School finances, property management and for the efficient and effective operation of support services including facilities, IT infrastructure, cleaning and catering teams and administration. Underpinning these roles, is responsibility for: compliance and risk identification, co-ordination and management, Human Resources and business administration of the School.

The successful applicant will have a proven ability to manage a diverse range of support services, including building and facilities management, health and safety, human resources and legal and compliance obligations. The successful applicant will have strong leadership, management and communication skills and will need to be enthusiastic and self-motivated.

The successful applicant must be hands on and be prepared to "roll their sleeves up". Previous experience within a school environment would be of benefit but is not essential.

The post is available from April 2024, but the actual start date is flexible for the successful candidate.

Person Profile

Essential

- Share the vision of the Board of Governors and the Principal and CEO and help build the future
- Understanding and appreciation of the School's unique ethos and culture, becoming an essential and supportive part of an outstanding team
- Have intellectual capacity and be able to demonstrate vision and leadership in previous roles
- Have excellent interpersonal and communication skills with the vision and creativity to make the most of the School's assets
- A competent self-starter, able to create and take initiatives and act autonomously within the framework of a team; with a willingness to 'roll up your sleeves' and get 'stuck in' and be a full participant in all aspects of school life
- Willing and able to take responsibility
- Be articulate with high degree of professionalism and an ability to maintain confidentiality
- Have friendly nature, with a sense of humour
- Have personal integrity and the drive to do what is best for the pupils and the School
- Be professional, flexible, reliable and well organised
- Contribute to business development at Sadiq Public School; be business orientated and entrepreneurial
- Strategic planning ability to build stability and longer term growth
- Experience in being an influential part of a team and a strong team player alongside a successful record of experience in managing teams, resources, systems
- Experience of managing projects within a multi-skilled team
- An ability to manage and stretch budgets
- Have good ICT skills and the ability to use management information systems and other computer applications



Desirable

- Experience of working in an educational environment
- A knowledge of investment procedures
- Training in Health and Safety management
- Experience of working in a regulated environment

Job description

Clerk to the Board of Governors

Preparing the agenda and minutes and other documentation for the meetings of the Board of Governors and committees. Organising the calendar of the Board of Governors' meetings throughout the year. Collating reports and disseminating these prior to meetings, allowing two weeks for reading time. Ensuring that the Board of Governors' secure area on the School's website is kept up to date and useful. Providing information as required by the the Board of Governors' and maintaining a register of Governor visits to the School.

Financial Management

- To report to the Principal and CEO regarding the maintenance of financial and administrative systems. To report procedures used to ensure the probity of the financial management of school funds.
- To set, in consultation with the Principal and CEO and the Finance Committee, the School budget. To monitor and forecast performance to ensure that the School is within budget and to provide explanations for variances from budget. Maintaining

cash flow projections for the current and future years, depreciation of assets commentary, and management accounts.

- To maintain the accounts of the School.
- To report to the Finance Committee and Board of Governors. Preparation of monthly management accounts. Preparing annual estimates of income and expenditure. Preparing forecasts for the future financial performance of the School; usually over a period of five years.
- To liaise with auditors, banking officers and insurance brokers on all matters in relation to school accounts, investments, policies, claims and renewals.
- To work with the Principal and CEO in setting departmental allocations, in accordance with departmental development plans, and to monitor the departmental spend.
- To approve and manage the School's contracts, lease and renewals e.g. IT, mini-buses, catering, parent.
- To advise the Principal and CEO of outside sources of funds which could assist the School in its purposes and to seek to access such funds as may be found.
- Reviewing the applications for bursarial support at the Principal and CEO's request; advising on scholarship and bursary funds and undertaking assessments of parents' income and assets prior to making bursary awards.

Estates Management

- To maintain an asset register and condition survey of the premises and site, including agricultural land, advising the Principal and CEO in relation to maintenance and capital project planning. Maintaining and archiving key finance and premises documents.
- Ensure delivery of a first-class catering service for students, staff and parents.
- Oversee the management of maintenance of school buildings and campus including the preparation of maintenance schedules and keeping of records to ensure efficient operation of all facilities on the campus.
- Negotiation, management and monitoring of contracts, tenders and agreements for the provision of support services such as cleaning, energy supply, laundry, telephone communications, grounds maintenance and capital construction or maintenance projects and the regular monitoring and review of such projects to ensure control and, where possible, savings on expenditure. Promotion of energy conservation.
- To manage the maintenance and contracts of the School's minibuses. Minibuses and transport - compliance with the regulations for the operation of minibuses; driver training and assessments; servicing and vehicle inspectorate tests.

- With the Principal and CEO, to manage capital projects. To have oversight of finances of any capital project. Drawing up outline specifications for new buildings, obtaining tenders, planning permission, liaison with school architects and builders. To manage capital and refurbishment projects in school, ensure that budgetary targets are met, ordering of equipment is completed, and value for money is ensured.
- To ensure that adequate stocks of premises consumables and equipment are available for ancillary staff.
- Upkeep of playing fields and gardens. Management of sports equipment and facilities. Management of the maintenance of boundaries, roads and rights of way.

ICT

- To oversee development and maintenance of ICT networks with the Principal and CEO and HoD IT.
- Support the provision of an effective IT infrastructure which meets the evolving needs of the School

Health and Safety and Risk Register

- To act as the School's named Health and Safety Officer.
- To manage all health and safety provision and security in the School for staff, pupils, visitors to the site and outside contractors. Maintenance, updating and reporting of the Risk Register.
- To oversee procedures to ensure the well-being of staff, pupils and visitors both on the School premises and, in consultation with the respective Headmaster/Headmistress, for trips and outings.
- To manage and update the School's disaster recovery plan in line with best practice and know its place within the management procedures of the School.
- To ensure that all contractors working on site have been vetted according to the School's safeguarding and safer recruitment policies.
- To act as Fire Officer to be responsible for the installation and maintenance of equipment for the detection, warning, protection, and escape from fire ensuring the necessary fire risk assessments are carried out. To keep records of and to initiate regular fire practices and alarm tests for day and boarding pupils. To ensure that emergency procedures are current and timely.

Compliance

- Ensure the School has appropriate risk assessment and risk management processes, including a risk register, emergency evacuation procedures and a disaster management plan in place at all times.
- Ensuring compliance and statutory requirements affecting the School are in relation to

premises, health and safety.

- Ensure that the School has adequate insurance cover at all times
- Liaise with external agencies on compliance issues including making official reports if required.

Human Resources

- To act as the Principal and CEO's adviser on employment matters including disciplinary procedures and ensuring that the School has appropriate disciplinary and grievance procedures.
- To discuss and support the Principal and CEO in staffing and personnel issues ensuring compliance with employment law and seeking professional advice as required
- To take part, as requested, in the appointment of staff. Ensuring Human Resources policies are updated and that all relevant staff have contracts of employment and keeping the School's standard contracts up-to-date as new legislation takes effect. Managing the employment, terms and conditions of service, supervision and welfare of all non-teaching staff.
- To line manage all non-teaching staff and to be responsible for their appraisal. The Bursar will directly oversee the work of the Assistant Accounts Officer, Accounts Assistants, and caretaking staff.
- The Job Description 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 | December 2023 |
| • Advertisement in the press | January |
| • Closing date | 31st January 2024 |
| • Review of applications | w/b 6th February |
| • Interviews and visit to SPS | February |
| • Appointment confirmation | February/March |
| • Start date | April or latest August 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

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 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.





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