



Sadiq Public School

1954

JOB DESCRIPTION BOOK AND STATIONERY STORE 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 Book and Stationery Store 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.

Principal



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 Description

Job title	Book and Stationery Store Clerk
Reporting to	The OIC Book and Stationery Store, members of the Senior Management Team and ultimately to the Principal and CEO.



The Post

The Book and Stationery Store Clerk performs a variety of shipping/receiving, pricing, stocking and other retail sales activities for the School Book and Stationery Store and maintains the accuracy of inventory in assigned categories. He/She processes and distributes documentation with purchase orders; operates a computer and/or cash register; performs customer services such as refunds, charges, selling and other customer assistance; and performs related work as required.

Essential job functions

- Manage and control the textbooks/notebooks and other stationery items operations activities include but are not limited to timely paperwork processing according to proper procedures, textbooks/notebooks and other stationery items purchasing, receiving, stocking, record keeping and data analysis.
- Receive and inspect merchandise and reconcile with purchase orders; return canceled and damaged items to vendors.
- Track shipments, deliveries and orders; consolidate and prepare invoices and purchase orders for billing in a timely manner; reconcile and balance shipments to purchase orders and invoices and transmit invoice information to accounts payable.
- Assists students, faculty, and other customers in locating books, supplies and related materials.
- Maintain the Book and Stationery Storeroom and front Book store service area in a neat and orderly manner.

- Maintain records and reports of daily and monthly issuing of books and stationery items and compile invoices for the Accounts Office.
- Performs miscellaneous job-related duties as assigned.
- Responsible for maintaining and providing excellent services including addressing, investigating, documenting, and resolving staff, students and parents' concerns.
- Ensure staff and students' stationery requirements are fulfilled conveniently.
- Maintain a facility of photocopies & bindings.
- Ensure the inventory is secure.

Receipt/issue of stationery

On receipt of the article:

- get the article(s) as per the challan/purchase bill. Check the quality of the goods purchased by the competent authority. In case of defective/damaged goods, return the goods and ask for a replacement in printed form.

Knowledge of

Retail sales procedures; shipping and receiving procedures; inventory procedures; current knowledge of courses and syllabi; methods of invoicing, including discounts and taxes.

Person specification qualifications and skills

Be familiar with

- digital systems of purchase
- database operation
- audit system

Be able to

- liaise with relevant stakeholders including suppliers, staff, and students.
- manage a small team of colleagues.
- adapt to new/modern methods that will have an impact on the efficiency of the Department.

Be prepared to

- be flexible
- 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 | April 2024 |
| • Advertisement of the post | May 2nd 2024 |
| • Closing date | May 3rd 2024 |
| • Review of applications | w/b 4th May |
| • Interviews and visit to SPS | May |
| • Appointment confirmation | May |
| • Start date | May 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 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.

April 2024





Sadiq Public School