

DRAFT



Sadiq Public School
Since 1954

JOB DESCRIPTION

SECRETARY TO PRINCIPAL

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 Secretary to Principal.

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 Title Secretary to Principal
- Contract Type 3-year contract in the first instance with one year probationary period
- Reporting To The Principal and CEO.

The Post

Secretary to the Principal will play a pivotal role in providing administrative and secretarial support to the Principal. This position requires exceptional organizational skills, discretion, and the ability to handle a wide range of administrative tasks efficiently to ensure the smooth operation of the School office and support the Principal in their daily responsibilities.

Job Description

- Manage the Principal's calendar, appointments, and meetings, coordinating schedules and prioritising tasks effectively.
- Handle incoming communications, including phone calls, emails and inquiries and respond or redirect them as necessary.
- Prepare and edit correspondence, reports, memos, and other documents on behalf of the Principal.
- Maintain and organise official records, files and documentation, ensuring accuracy and confidentiality.
- Arrange and coordinate meetings, conferences and events for the Principal, including scheduling, logistics, and communication with participants.
- Prepare Board and Committee meeting agendas, take minutes and follow up on action items as directed.
- Serve as a point of contact between the Principal and staff, students, parents and external stakeholders, conveying messages and information accurately and professionally.
- Draft official announcements, newsletters, and communications on behalf of the Principal.
- Coordinate travel arrangements for the Principal, including booking flights, accommodation, transportation, and travel itineraries.
- Maintain the Principal's office space, including organising files, supplies, and equipment and ensuring a tidy and functional work environment.
- Assist in managing office budgets, purchasing supplies and processing invoices as needed.
- Handle sensitive information with the utmost confidentiality and discretion, maintaining high standards of professionalism and ethical conduct.
- Adhere to data protection regulations and privacy policies in all aspects of work.
- Support the Principal in special projects, initiatives, and events, providing administrative assistance and coordination as required.
- Collaborate with other administrative staff and departments to ensure effective cross-functional support.

Qualifications and Requirements

- Bachelor Degree
- Proven experience as an executive or administrative assistant, preferably in an educational setting.
- Proficiency in office software applications (e.g., Microsoft Office) and office equipment.
- Excellent communication skills, both written and verbal, with a professional and courteous demeanour.
- Strong organizational skills, attention to detail, and the ability to multitask and prioritise tasks effectively.
- Discretion and integrity in handling confidential information and sensitive matters.

- A proactive and resourceful approach to problem-solving and task execution.

This job description is intended to provide a general overview of the responsibilities and requirements for the position of Secretary to the Principal.

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 | September 2024 |
| • Advertisement in the press | September 10th 2024 |
| • Closing date | September 18th 2024 |
| • Review of applications | w/b 18th September |
| • Interviews and visit to SPS | September |
| • Appointment confirmation | September |
| • Start date | September or October 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





Sadiq Public School