

**PRIVATE SECONDARY EDUCATION AUTHORITY**

**POST: COLLEGE CLERK (P S S)**

**QUALIFICATIONS:** Cambridge School Certificate with credit in at least five subjects at not more than two sittings **or** an alternative acceptable qualification.

**SALARY** : Rs 17,375 X 325 - 17,700 X 375 – 19,575 X 475 – 21,950 X 625 – 23,200 x 775 – 32,500

- DUTIES** :
- 1) To supervise general welfare of pupils and look after sick or injured pupils.
  - 2) To assist in the preparation of: -
    - (i) Time-tables
    - (ii) Pupil records
    - (iii) Rooms and Halls for examinations
  - 3) To keep records of pupils.
  - 4) To supervise arrest classes.
  - 5) To look after the premises, furniture and equipment. To compile simple statistical data.
  - 6) To perform simple accounting duties and to receive and effect payments.
  - 7) To perform routine registry work and simple correspondence.
  - 8) To help in the organization of terminal tests and Examinations.
  - 9) To perform such other duties related to the main duties listed above or related to the delivery of the Output and results expected from the College Clerk in the role ascribed to him/her.

Date: 29<sup>th</sup> May 2018