



SHARJAH INDIAN SCHOOL

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OUR VISION

Educate Enlighten Empower

WE ARE HIRING

01-Oct-2026

POSITION	QUALIFICATIONS & EXPERIENCE:
ENGLISH TEACHER	Trained Graduates/Postgraduates in English with three years of teaching experience in CBSE-affiliated English-medium schools. B.Ed. is mandatory. UAE experience is preferred.
ARABIC TEACHER	Trained Graduates/Postgraduates in Arabic with three years of teaching experience in CBSE-affiliated English-medium schools. B.Ed. is mandatory. UAE experience is preferred.
ISLAMIC TEACHER	Trained Graduates/Postgraduates in Islamic with three years of teaching experience in CBSE-affiliated English-medium schools. B.Ed. is mandatory. UAE experience is preferred.
ART AND CRAFT	Graduates/Postgraduates in Fine Arts with teaching experience in an English-medium school.
STUDENT COUNSELLOR / SPECIAL EDUCATOR	Should possess a degree with B.Ed. or M.Ed. in Special Education.
HR EXECUTIVE	• Master' s Degree in Human Resource Management (MBA) from a reputed university. (Regular Mode) • Minimum of 10 years ' experience in HR/Operations management and knowledge of UAE Educational sector rules and regulations. experience will be an added advantage. • Relevant School work experience is mandatory for this role.
OFFICE SECRETARY	Graduates with 3 years of administrative experience, proficiency in Microsoft Office, and strong typing skills. Essential soft skills include excellent verbal and written communication, letter drafting, organization, multitasking, discretion, and the ability to manage calendars. Candidates should have working experience in an English-medium school.
DATA ENTRY OPERATOR	• Minimum Graduate in any discipline (3 years regular course) with 2 to 5 years of work experience as a Data Entry Operator in a reputed firm or school. Additional computer training or certification in Data Entry will be an asset. • Experience using MS Office, data programs, and various computer databases with excellent typing speed (minimum 40 WPM), numeric key entry skills and command over the English Language.
ELECTRICIAN	• ITI/diploma in Electrical or a relevant qualification. • Experience in electrical maintenance, wiring, and troubleshooting. • Knowledge of safety regulations and electrical codes.

PLUMBER	• ITI/diploma in Plumbing or a relevant qualification. • Experience in installing and repairing plumbing systems. • Knowledge of pipe fittings, water supply systems, and drainage solutions.
FACILITY MANAGEMENT OFFICER	• Graduate/Post Graduate Degree in Engineering or Diploma in relevant field from a reputed university. (Regular Mode) • Minimum of 5 years of experience in facility maintenance and infrastructure management preferably in Educational institutions or large-scale organizations
LIBRARIAN	The candidate must hold a Bachelor's degree in the subject specialization. Bachelor's Degree (B.Lib.Sc.) & Master's Degree (M.Lib.Sc.) in Library Science with experience as a librarian in a school, college, or educational institution.
RECEPTIONIST	• Minimum Graduate in any discipline (3 years regular course). Preferably BA in English or Mass communication with a minimum of 2 to 5 years of experience in handling reception and front office administrative tasks. • Excellent communication skills in English and Hindi or Arabic or Malayalam. Excellent telephone etiquette, guest relations, query handling skills & expertise in operating telephone switchboard or PABX system.
LAB ASSISTANT	• A Diploma or Bachelor's degree in Chemistry, Biology, Physics, Biotechnology, Applied Science, or Medical Laboratory Science.

Note: **Qualifications and experience must be as per the rules and norms of the Sharjah Private Education Authority. All qualifications (Graduation, Post-Graduation, B.Ed.) must be obtained from regular colleges.**

- Interested applicants may apply online in www.sissharjah.com before 14.10.2026.