

JOB DESCRIPTION – REGISTRAR ASSISTANT

Department:	Registrar
Immediate Supervisor:	Registrar
Reports in Certain Tasks to:	Head of School

MAIN DUTIES AND RESPONSIBILITIES

- Responsible for registering and updating students' and parents' data on the school management system and the students' portfolios.
- Responsible for updating all students' data on the MOE website.
- Responsible for the filing system of the students' files.
- Responsible for updating students' data and registering new students in the MOE registers.
- Responsible for communicating new students with the IT department to create their IT accounts.
- Responsible for the registrar email correspondences after approval from the Registrar.
- Responsible for issuing various letters to parents upon request.
- Responsible for clearing leaving and graduating students (issue and follow-up on withdrawal forms).
- Act as a liaison between parents and relevant school staff to ensure the delivery of leaving and graduating students' requested documents.
- Coordinate internal and external MOE exams.
- Responsible for delivering all MOE required forms and reports.
- Responsible for MOE authentication of grade 12 transcripts and diplomas.
- Responsible for AD & IB MOE license renewal.
- Perform general administrative support.
- Perform other projects and duties as assigned/requested.

KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of standard office administrative practices and procedures.
- Excellent office skills, oral and written.
- Good command of English, oral and written.
- Computer proficiency in Word, Excel, PowerPoint, and Email systems.
- Ability to handle confidential information and deal with executive staff as necessary.
- Excellent organization and prioritizing skills.
- Excellent interpersonal skill and the ability to establish positive interaction with all parties.
- Ability to independently carry out multiple tasks.
- Maintain high degree of confidentiality.
- Work within tight deadlines.

QUALIFICATIONS AND EXPERIENCE

- Bachelor degree from an accredited institution.
- Minimum of 2 years of relevant experience.

* This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the duties may vary or be amended from time to time without changing the level of responsibility associated with the post.