



**Stamford American**  
INTERNATIONAL SCHOOL

## Job Description

**Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.**

Position Title	Secondary School Registrar	Reference No: 091220
Function/Department	High School	Location: SAIS, Woodleigh Campus
Manager Name & Title	High School Principal	
Position Type	Permanent	
Position Status	Full Time	

### Position Objective

The Secondary School seeks a detail-oriented and thorough individual to support in generating school records, managing student files, coordinating test scores, creating transcripts, answering parent/student requests for transfer of school records, creating a Master Schedule, Scheduling Student-Parent-Teacher Conferences and scheduling MYP, CEM/IBE and AP/DP mock exams and Exams

### Responsibilities

**The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head of indeed to the Regional CEP so that a referral can be made accordingly to the relevant third part services.**

#### Registrar Duties:

- Creates and maintains the Secondary School Master Schedule.
- Generates transcripts and packages materials for school transfer and/or school admission
- Coordinates school records and recommendations for transfers
- Creates hard-copy files for High School
- Helps to manage student records for university applications
- Helps with schedules and course selections in the event of the Academic Dean not being available
- Registers students for MYP, AP, DP and BTEC courses and exams
- Coordinates payments of all MYP, AP, DP and BTEC courses with Finance Office
- Supports ITC with report card generation and other responsibilities as needed.
- Generates Secondary Honor Roll at the end of each Semester
- Generates Academic Award Certificates
- Coordinates the Secondary Student-Parent-Teacher Conference and Back to School Night schedules

#### Other responsibilities:

- Cover for HS Assistant during her lunch hour
- CEM/IBE assessment (for G11 students)
- Scheduling Mock Exams and Year-end Exams
- Assists College Counselling Office with the postage of University applications
- Other duties as needed by the High School Principal

# Job Description

## Position Requirements

- Detail-oriented, ability to execute
- Organised
- Taking initiative
- Remain calm under pressure
- Flexible and adaptable
- Thorough, comprehensive, with an ability to multitask
- A sense of humor
- Good command of English with clear, concise verbal communication skills
- Demonstrates the Stamford Values – Integrity, Courage, Ingenuity and Compassion

## Qualifications

- Bachelor's degree
- At least 3 years of experience managing school records, experience with event planning or test planning
- Proficient in Microsoft Office and Google Suite;
- Will need to learn other school IT systems such as iSams; MyStamford; PowerSchool; Power Scheduler; Unified Classroom; Sales Force (or equivalent platform); ManageBac; and Cialfo

## Contacts

- Academic Dean, Parents and students, IBDP/AP/MYP Coordinator, High School and Middle School Principals, Deputy Principals, Students, university and admission offices, and CEM/IBE

## Working Conditions

- School Environment
- Will be required to work independently and as part of a collaborative team effort
- During peak times of student transfers and university applications, additional support may be required.

## Terms of Employment

- Working Hours 8:00 am – 5:00 pm, Monday to Friday
- Annual Leave 21 working days
- Medical Benefits: Local medical insurance provided the applicant is not currently covered
- Sick Leave/Hosp: 14 days sick leave and 60 days hospitalization leave, including sick leave
- Probation Period: 3 months from the date of commencement
- Referee request: Required
- Background Check: Required