

## Registrar - Job Description

### Job Purpose:

The Registrar is responsible of performing specialized, clerical, and technical tasks related to the maintenance of student records and files including, organizing, coordinating, and following up on all of the administrative activities and procedures that facilitate the smooth operation of the student admission process to the school. The Registrar is also responsible of securing revenue by verifying and posting receipts, resolving discrepancies, as well as performing related duties as required by the Head of Marketing and Admissions and the School Director.

### Key Responsibilities:

- Handling student registration procedures, applications, and diagnostic tests.
- Maintaining data and statistics pertaining to inquiries and registration.
- Following-up with parents regarding admissions and admission requirements.
- Working closely with the Head of Marketing and Admissions to ensure marketing material is always available and delivered to the appropriate audience.
- Registering students for external examinations.
- Liaising with students and universities for university applications and acceptances.
- Introducing parents and students to the SABIS® Educational System™, the school campus and relevant Academic Coordinators and counselors.
- Handling records and other official documents required by the Ministry of Education.
- Handling tuition and fees bill payments by taking credit or debit card payments and issuing receipts.
- Coordinating enrollment, re-enrollment, and summer school registration.
- Maintaining student records (including, but not limited to, attendance, immunization, grades, transfer information, etc.).
- Monitoring the purchase and procurement of office materials and equipment, and coordinating with the Business Manager to ensure timely delivery of both.
- Processing new student records, including transcripts from other schools, and entering data into the system.
- Performing other duties as required by the School Administration.

### Ideal Requirements:

- Bachelor degree in a related subject matter and/or equivalent (ideally accounting background)
- Proficient in English and German
- 1+ years of experience is preferable
- Professional Behavior and ethical conduct
- Communication skills
- Ability to work within a team

## OUR SCHOOL

The ISF International School Frankfurt Rhein-Main – founded by the City of Frankfurt, the State of Hesse, and multi-national corporations in September 1995 – offers world-class education from Pre-Kindergarten through Grade 12/13. We are an independent, co-educational, whole-day school situated in the heart of the Rhein-Main region of Germany offering non-sectarian, English language instruction.

Approximately 100 teachers and 50 administrative staff, the majority of whom are from the U.S., the U.K., and Germany, work at ISF. The school's German, French, Spanish, Korean, and Japanese teachers are all native speakers. Some teachers have been working at the school since it first opened in 1995.

ISF is a member of the SABIS® Network, an educational organization which manages schools in 16 countries on four continents. SABIS® Network schools are distinguished by their implementation of the SABIS® Educational System, a rigorous, internationally-oriented, college-preparatory system that has been developed over the past 130 years and emphasizes the core subjects of Mathematics, English, and world languages.

## OUR CAMPUS

Besides complete academic facilities, the campus has exceptional outdoor and indoor sports facilities including a grass football pitch, complete track and field facilities, two tennis courts, a semi-Olympic indoor swimming pool and gymnasium. The two-story Library and a beautiful 400-seat Theatre complete this fine ISF campus.

## OUR SCHOOL YEAR

The school year runs from the end of August through to the end of June. The 3 terms are between 12 and 13 weeks in length. The working week is Monday to Friday and the school day is 8.00am to 4.00pm. There are many after-school activities that are led by staff, parents and outside instructors. During the school year- between August and June - there are approximately 6 weeks of vacations; one week in October, two weeks for the Holiday Break, one Winter week in February and two weeks for the Spring Break. There are also the occasional German public holidays. In total, there are 180 school teaching days as well as two weeks of staff training and orientation before the start of the Academic year.

## ADDITIONAL INFORMATION

At ISF, we are proud to have a committed and talented staff to serve the needs of our diverse student body. For additional information about ISF, compensation, housing opportunities, living in the Frankfurt Rhein-Main region, the SABIS® Network, or how to apply, please consult our fact sheets and additional documents for applicants at: <http://applicants.sabis.net/isf/>

*At ISF International School Frankfurt Rhein-Main we are committed to protecting children. Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. All applicants will therefore be required to undergo appropriate child protection screening. Included in the recruitment process will be a local and national police check as well as a mandatory police background check from the last year of employment in every country worked.*