



West Nairobi School



P.O. Box 1333- 00502 Nairobi, Kenya

Tel. +254 709 331 000 +254 733 610 394 +254 703 610 394

www.westnairobschool.org | info@westnairobschool.org

Registrar Job Responsibilities (Full-Time Position):

- Maintain / Update / Edit current & archived student records (profile).
- Create new student records in PowerSchool (received from Admissions).
- Input / register students for classes in PowerSchool.
- Work with the school counselor to update the School Profile (September).
- Assist the school counselor and principals with scheduling students (classes).
- Update and keep the Parent Contact List.
- Run transcript reports for High School students.
- Work closely with parents to maintain student / pupil pass records.
- Assist the Guidance Counselor, FLT, and IT Department with any requests (reports).
- Model the gospel daily with students, faculty, and staff with the goal of creating disciples of Jesus Christ.
- Engage in effective and frequent communication with administrators.
- Build positive relationships with parents and the WNS community.
- Evaluate non-WNS high school transcripts for illegible transfer credit for new high school students.
- Update HS transcripts with earned sports credit at the end of each sports season.
- Print HS Diplomas, Report Cards, Transcripts as needed.
- Carry out other duties, as assigned.

Direct Supervisor: Elementary Principal, Middle School Principal, or High School Principal (TBD)

Date Needed: August 2024

Required Qualifications:

- A bachelor's degree in office management, education, school counseling and/or related field is preferred.
- A minimum of 2 years work experience in an office; school setting preferred.
- Ability to clearly communicate a high level of fluency in English.
- Demonstrate a high level of computer literacy, having proficiency in doing word processing & e-mailing
- A willingness to be flexible, respectful, and humble.
- Have a consistent Christian lifestyle.
- Demonstrate strong skills in partnering with families.
- Have a track record of being a team player.
- Be an effective communicator.

Teaching Truth Training Minds Impacting the Kingdom



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- Be committed to their own learning and growth.
- Have excellent time-management skills, attention to detail, ability to work independently.
- Adhere to a high level of professional and ethical standards.
- *Demonstrate a high level of accuracy and detail with keeping and monitoring student records.*

Salary & Benefits

- Lunch → provided every day you are on campus teaching (no cost).
- Insurance → Will share in the interview process.
- Personal Days → 7 for the school year.
- Remuneration → Will share in the interview process.

If you are interested, please send an email to careers@westnairobschool.org (please attach your CV to the email).

Sincerely,
WNS Admin

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