



DUBAI COLLEGE

A tradition of quality in education

Assistant Registrar

Job Title: Assistant Registrar

Job Type: Full Time, Permanent

Reporting to: Registrar

Start Date: September 2024

Position Overview

As the Assistant Registrar you will be a key point of contact for prospective families considering applying to Dubai College. You will be responsible for providing timely and accurate guidance and information by telephone, email and in person. You will be required to support the Registrar and Deputy Head: Pastoral on all student admissions and onboarding procedures, as well as ensuring that data is accurately maintained for new, existing and leaving students at Dubai College.

Primary Responsibilities

- Support the Year 7 student admissions process including attendance at relevant events and Open Week; work with the Registrar to ensure all applications are processed; manage the joining process for new students including documentation and system updates
- Support the Years 8, 9, 10 and 12 admissions and joining processes for new students as required
- Respond daily to enquiries by telephone, email, in person and video call and provide tours for eligible families
- Manage administration for leaving students including overseas school assessments
- Monitor admissions web page content and propose amendments as applicable
- Any other duties as assigned by the Registrar

Other Responsibilities

- Support the exams office at key times throughout the year
- Support the Registrar in managing any queries that are received outside of term time and responding where appropriate

The Ideal Candidate

- An experienced and efficient administrator who enjoys a busy and varied office environment
- Previous registrar or student admissions experience would be an advantage
- Confident with a welcoming approach, maintaining professional standards at all times including strict confidentiality
- Knowledge of Dubai school landscape and relevant KHDA regulations
- Exceptional verbal and written English and attention to detail
- Excellent IT skills
- Flexibility and willingness to learn

Salary & Benefits

A tax-free base salary of between AED9,250 – AED10,400 per month, depending on prior related experience. Terminal gratuity will be applied as per UAE labor law. Eligible UAE or GCC nationals will receive appropriate contributions through the pension authority.

The benefits package includes paid school holidays and complimentary lunch. Benefits may also include sponsorship, airfare allowance, medical insurance, and discounted tuition fees, as outlined in the school policies.

Application Process

Applications should be submitted via the applicable vacancy link on the Dubai College website. We will only consider applications that are fully completed and submitted in this manner.

We welcome applications from UAE Nationals who have the relevant qualifications and experience.

Application Deadline: 7th May, with interviews taking place the week of May 20th

Safeguarding

Dubai College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of young people and we select staff that understand and share this commitment. All applicants must be willing to undergo a rigorous child protection screening, including checks with past employers and providing Police Certificates for the last five years from all countries that the applicant has resided in.