



Job Description

HR Manager

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities. Therefore, the job description is designed to outline primary duties, qualifications, and job scope, but does not limit the employee or VIS to only the work identified. It is a basic expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our school.

HR Manager Overview

We are looking for an internationally minded person to take up a newly created position as HR Manager, on a 3 day a week basis. The successful candidate will be a key part of the school's leadership team, responsible for 150 staff which includes people who have worked with us for many years alongside a transient group of staff from around the globe. This person will fit well into our School values and ethos.

Responsible to: Head of School

Part-time role - Pay Scale range: 30-40k (pro rata 3 days a week) depending on experience

HR Manager Responsibilities:

Recruitment and Staffing:

- Develop and implement effective recruitment and selection strategies to attract qualified educators, administrators, and support staff.
- Coordinate the hiring process, including job postings, screening applicants, conducting interviews, and making job offers.

Employee Relations:

- Foster a positive work environment by addressing employee concerns, resolving conflicts, and promoting open communication.
- Develop and enforce HR policies and procedures that align with the school's mission and comply with local labor laws.
- Conduct regular staff meetings and training sessions on HR-related topics.

Performance Management:

- Oversee the performance appraisal process, providing guidance to supervisors and ensuring fair and consistent evaluations.



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- Identify areas for staff development and work with department heads to implement training and improvement plans.

Benefits Administration:

- Administer employee benefits programs, including health insurance.
- Provide employees with information and support regarding their benefits, and ensure compliance with regulatory requirements.

Compliance:

- Stay up-to-date with local laws and regulations, and ensure the school's HR practices and policies are compliant.
- Maintain personnel records and ensure confidentiality of sensitive HR information.

Onboarding and Offboarding:

- Coordinate the onboarding process for new employees, including orientation and training.
- Manage the offboarding process, including exit interviews and ensuring the return of school property.

Requirements and skills

- Experience/degree in HR or related field
- People oriented and results driven
- Ability to build and maintain positive relationships across the organisation
- Knowledge of HR systems and databases
- Excellent active listening, negotiation and presentation skills
- Computer literate ie. Competency in Google docs, Microsoft applications including Word, Excel.

VIS: 11/09/23