



## Job Description for HR Officer



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## Key Responsibilities

### Recruitment and Staffing

- **Job Posting and Advertisement:** Create and manage job postings for faculty, administrative, and support staff positions in local and international job markets.
- **Talent Sourcing:** Use various channels such as job portals, recruitment agencies, social media, and educational networks to attract top talent.
- **Interviewing and Selection:** Coordinate and participate in interviews and selection processes, including online assessments, reference checks, and background verifications.
- **Visa and Work Permit Processing:** Assist in obtaining work visas and permits for international hires, ensuring compliance with immigration laws and school policies.

### Onboarding and Orientation

- **New Employee Onboarding:** Organize and conduct orientation sessions for new hires, ensuring they are well-acquainted with school policies, culture, and expectations.
- **Documentation and Compliance:** Ensure the completion of all necessary documentation, including contracts, tax forms, and other legal paperwork, both for local and international staff.
- **Induction Programs:** Facilitate introductions to key staff, facilities, and resources to support the smooth integration of new employees into the school community.

### Employee Relations and Support

- **Conflict Resolution:** Address and mediate any conflicts or concerns between employees, fostering a positive and productive work environment.
- **Employee Welfare:** Implement and manage employee welfare programs, including health insurance, housing support for international staff, and wellbeing initiatives.
- **Employee Engagement:** Develop and implement engagement programs to boost morale, improve job satisfaction, and enhance retention.

### Performance Management

- **Appraisal Systems:** Coordinate performance review processes, ensuring regular and constructive feedback is provided to staff members.
- **Goal Setting:** Assist in setting and tracking performance goals for faculty and staff to ensure alignment with school objectives and professional development.

- **Training and Development:** Organize and support continuous professional development opportunities for staff through workshops, training programs, and seminars.

## Compliance and Legal Matters

- **Policy Development:** Review, update, and ensure that HR policies are in compliance with local labor laws and international best practices.
- **Labor Law Compliance:** Stay updated on labor laws in different jurisdictions to ensure the school is in compliance with national and international regulations.
- **Workplace Safety:** Ensure that the school maintains a safe and conducive work environment for all employees, including the management of safety protocols and health regulations.

## Payroll and Benefits Administration

- **Salary Processing:** Oversee the payroll process, ensuring that salaries are accurately calculated and disbursed on time.
- **Benefits Management:** Administer staff benefits programs, such as health insurance, retirement plans, and allowances, ensuring that international staff receive the necessary support.
- **Tax and Legal Documentation:** Ensure that tax obligations for staff members are met, including providing necessary documentation for international employees.

## Cultural Integration and Diversity

- **Cultural Sensitivity:** Promote cultural awareness and integration within the school community, respecting the diverse backgrounds of both students and staff.
- **Diversity Programs:** Foster a diverse and inclusive work environment through initiatives that celebrate various cultures, backgrounds, and experiences.
- **International Staff Support:** Provide ongoing support for international staff regarding accommodation, cultural adaptation, and social integration.

## HR Systems and Reporting

- **HR Database Management:** Maintain and update the HRIS (Human Resources Information System) to ensure accurate and up-to-date employee records.
- **Reporting and Analysis:** Generate reports on key HR metrics (e.g., turnover, absenteeism, recruitment progress) and present findings to senior management for decision-making.
- **Compliance Audits:** Conduct regular audits of HR systems and practices to ensure compliance with legal requirements and school policies.

## Leadership and Strategic Support

- **Policy Recommendations:** Provide insights and recommendations on HR policies and practices that will improve the overall functioning and growth of the school.
- **Succession Planning:** Assist in the development of succession plans to ensure the school has strong leadership pipelines for future growth.

## Student and Parent Interaction (if applicable)

- **Staff-Student Interaction:** Ensure that faculty and staff maintain appropriate professional relationships with students, adhering to the school's policies and values.
- **Communication with Parents:** Assist in resolving any HR-related concerns or issues raised by parents regarding faculty or staff interactions with students.

## Person Specifications

### Qualifications

- **Educational Background:** A bachelor's degree in Human Resources, Business Administration, or a related field is essential.
- **Professional Certifications:** Certifications such as SHRM-CP, PHR, or equivalent are advantageous.

### Experience

- **Human Resources Experience:** Minimum of 3 years in a generalist HR role, preferably within an educational or international setting.
- **Recruitment and Onboarding:** Proven experience in managing end-to-end recruitment processes, including onboarding and induction programs.
- **Policy Implementation:** Experience in developing and implementing HR policies and procedures in compliance with local labor laws.

### Skills and Competencies

- **Communication Skills:** Excellent verbal and written communication abilities, capable of interacting effectively with diverse stakeholders.
- **Organizational Skills:** Strong ability to manage multiple tasks, prioritize responsibilities, and maintain meticulous attention to detail.
- **Technological Proficiency:** Proficiency in HRIS systems and standard office applications.
- **Problem-Solving Abilities:** Adept at identifying HR-related issues and implementing appropriate solutions promptly.

## Personal Attributes

- **Integrity:** High ethical standards and commitment to maintaining confidentiality and professional boundaries.
- **Cultural Sensitivity:** Demonstrates awareness and respect for diverse cultures within the school community.
- **Adaptability:** Flexible and responsive to the dynamic needs of a boarding school environment.
- **Empathy:** Genuine concern for staff welfare and the ability to provide support with sensitivity and understanding.

## Commitment to DEIJB Statement

Shrewsbury International School India is deeply committed to principles of Diversity, Equity, Inclusion, Justice and fostering a sense of belonging for all. Our intent is to create an inclusive and equitable community that values diversity and celebrates the unique identities of all our students, staff, and families. Guided by the principles of fairness and respect, we actively work to create an environment where everyone feels a sense of belonging and can thrive.

We are dedicated to upholding the values of:

- **Diversity:** We recognize and embrace the wide range of perspectives, cultures, backgrounds, and experiences that each individual brings to our community. We strive to cultivate an environment where differences are celebrated, and all voices are heard and valued.
- **Equity:** We are committed to ensuring fair access to opportunities, resources, and support for every member of our community. We will continuously evaluate and address systemic barriers to ensure that all individuals can achieve their fullest potential.
- **Inclusion:** We create spaces where all people are respected, welcomed, and supported, regardless of their race, ethnicity, gender, sexual orientation, socioeconomic background, religion, or ability. We aim to cultivate an environment where everyone is empowered to participate fully and meaningfully.
- **Justice:** We advocate for social and institutional change, challenging inequity, and confronting bias wherever it is found. We are dedicated to supporting a culture where fairness, accountability, and the dismantling of injustice are core to our mission and daily actions.
- **Belonging:** Above all, we believe in the importance of creating a community in which every individual feels valued and accepted. We strive to ensure that each person experiences a profound sense of connection and community.

As a school, we will continue to build upon these values through thoughtful curriculum design, professional development, community engagement, and the establishment of clear, actionable goals. We hold ourselves accountable to these standards and pledge to create a safe, welcoming, and empowering environment for all.

## **Safeguarding & Child Protection**

Shrewsbury International School India is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All candidates for roles at the school will undergo thorough child protection screening including checks with the Police.

- The postholder must comply with the School's Safeguarding & Child Protection policy at all times.
- The postholder must undergo safeguarding & Child Protection training as directed by their Line Manager.
- Appointments will be subject to appropriate police check certification, International Recruits to the school will be required to provide a International Child Protection Certificate (ICPC).

