



## THE BRITISH SCHOOL JOB DESCRIPTION

<b>Job Title: HR Executive</b>	<b>Department: Admin</b>
<b>Reports to: Head of HR</b>	
<b>Role:</b> Will be responsible for the daily functions of the HR department including post-selection formalities, assisting in the HR Operations and managing the daily administrative tasks of the department including administering leave and attendance and enforcing school policies and practices.	
<b>Key Accountabilities:</b> <p><b>Employment formalities</b></p> <ul style="list-style-type: none"> <li>• Prepare salary fitments for candidates and release offer letters.</li> <li>• Preparing employment contracts and service contracts for new and existing staff, facilitators and coaches</li> <li>• Circulating contract renewal forms to line managers.</li> <li>• Updating and maintaining data base for contract renewals.</li> <li>• Circulating and following up on employee's probation.</li> <li>• Issuing confirmation letters to employees.</li> </ul> <p><b>Compensation and Benefits</b></p> <ul style="list-style-type: none"> <li>• Assist in payroll preparation by collecting relevant data.</li> <li>• Compute total hours of all part –time employees and overtime hours.</li> <li>• Data analysis for annual compensation and benefits exercise.</li> <li>• Manage data base for annual compensation and benefits exercise.</li> <li>• Design the annual salary range for staff.</li> </ul> <p><b>Exit Formalities</b></p> <ul style="list-style-type: none"> <li>• Coordinate in setting up of exit interviews.</li> <li>• Facilitate full and final settlement of outgoing staff.</li> <li>• Prepare experience and relieving letters for outgoing staff.</li> </ul> <p><b>Administration:</b></p> <ul style="list-style-type: none"> <li>• Assist with day to day operations of the HR functions.</li> <li>• Compile and update employee records (hard and soft copies).</li> <li>• File staff records, appraisal records, staff list.</li> </ul>	

- Assist in preparing the joining documents of new staff.
- Maintenance of all employee records.
- Coordinate Visa extension by gathering all relevant documents and applying online for registration on behalf of all International staff and their families.
- Adhere to HR internal audit processes
- Timekeeping responsibilities including attendance and leave balance maintenance to be able to provide input for payroll.

**Competencies:**

Will follow Admin Competencies

**Personal Attributes:**

- Confident, creative and articulate team worker with excellent verbal and written communication skills
- Ability to deal with a multi-cultural clientele.
- Excellent verbal and written communication skills, ability to deal people politely, willingness to learn.
- Good interpersonal skills
- Must be a team player
- Proficiency in computer applications.
- Proficient in MS office (word, excel, power point)

**Qualification**

MBA or equivalent

**Experience**

2 years of work experience, preferably in an organisation of repute.

*This Job Description does not define all duties and responsibilities of the position and the school may assign other tasks from time to time to help operationalise the role.*

*The school may review and modify or amend the Job Description as needed after discussion with the position holder.*

**Safeguarding Information**

*The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers.*

Job Holder's Signature:

Date: