



THE BRITISH SCHOOL JOB DESCRIPTION

Job Title: HR Executive	Department: Admin
Reports to: Head of HR	
<p>Role: 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.</p>	
<p>Key Accountabilities:</p> <p style="margin-left: 40px;">Employment formalities</p> <ul style="list-style-type: none"> • Ensure background checks are up to date for existing staff members and are carried out once in three years. • Preparing renewals of employment contracts and service contracts for existing staff, facilitators and coaches • Circulating contract renewal forms to line managers. • Updating and maintaining data base for contract renewals. • Circulating and following up on employee’s probation. • Preparing confirmation letters for employees. <p style="margin-left: 40px;">HR Metrics</p> <ul style="list-style-type: none"> • Ensure accurate data is maintained by HR for all the employees and is available for reporting to both external and internal stakeholders. • Attrition Report - Keeping track of attrition for the school as per various parameters • Headcount Analysis - Analysing and reporting the manpower trends • Exit Interview Analysis. <p style="margin-left: 40px;">Compensation and Benefits</p> <ul style="list-style-type: none"> • Assist in payroll preparation by collecting relevant data. • Compute total hours of all part–time employees and overtime hours. • Be part of the compensation and benefits benchmarking exercise as required. <p style="margin-left: 40px;">Social Media</p> <ul style="list-style-type: none"> • Utilise social media and career websites to create a community of potential candidates • Manage social media accounts of the HR department, regularly update job vacancies, staff achievements to increase engagement and online presence. • Ensure data on careers page and social media accounts are updated. 	



Exit Formalities

- Coordinate in setting up of exit interviews.
- Facilitate full and final settlement of outgoing staff.
- Prepare experience and relieving letters for outgoing staff.

Administration:

- Assist with day-to-day operations of the HR functions.
- Compile and update employee records for implementing HRIS of all new and existing staff (hard and soft copies).
- Maintenance of all employee records.
- Adhere to HR internal audit processes
- Share 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 with 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

4 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: