



JOB DESCRIPTION

Job Title: Senior Executive HR	Department: Admin
Reports to: Senior Manager - HR	Job Location: Chanakyapuri, New Delhi
<p>Role: Will be responsible for the daily functions of the HR department including recruitment, onboarding, assisting in the HR Operations and managing the daily administrative tasks of the department including administering leave, attendance and enforcing school policies and practices.</p>	
<p>Key Accountabilities:</p> <p>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. • Serve as a point of contact for colleagues who require assistance in various areas within the employee lifecycle. • Responsible for day-to-day people related processes by collaborating with multiple stakeholders. <p>HR Metrics</p> <ul style="list-style-type: none"> • Responsible for end-to end HR reporting including developing and maintaining periodic and ad-hoc reports on employee data and metrics. • Work towards enhancing employee experience by owning and ensuring the availability and integrity of data across all critical areas of the employee life cycle such as onboarding, benefits administration, engagement and exit. • Handle critical areas of the employee life cycle such as mobility, leave management, etc., and participating in various month-end activities. • Attrition Report - Keeping track of attrition for the school as per various parameters. • Headcount Analysis - Analysing and reporting the manpower trends • Exit Interview Analysis. • Develop and maintain HR data records including managing active and inactive employee files and support for storage of records. <p>Compensation and Benefits</p> <ul style="list-style-type: none"> • Coordinate key HR/ benefits programs and processes and ensure compliance with all legal requirements. • 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>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. <p>Exit Formalities</p>	



<ul style="list-style-type: none">• Coordinate in setting up of exit interviews.• Facilitate full and final settlement of outgoing staff.• Prepare experience and relieving letters for outgoing staff. <p>Administration:</p> <ul style="list-style-type: none">• 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.
<p>Competencies:</p> <p>Will follow Admin Competencies</p>
<p>Personal Attributes:</p> <ul style="list-style-type: none">• Confident, creative and articulate team worker with excellent verbal and written communication skills• Ability to deal with a multi-cultural clientele.• Willing to learn and• Good interpersonal skills• Must be a team player• Proficiency in MS Office and HR tools.• Proficient in MS office (word, excel, power point)
<p>Qualification : MBA or equivalent</p>
<p>Experience: 4 years of work experience, preferably in an organisation of repute.</p>

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: