

Role Profile

Role	HR Manager	School	United School International
Direct Reports	HR Admin PRO	Reporting To	Executive Principal Orbital Education Board

Role Purpose

To provide an efficient and comprehensive HR Service, focused policy advice and guidance, accurate execution of HR and payroll transactions, compliance with school procedures, and effective recruitment and onboarding of new staff.

The post holder must ensure effective leadership to secure engagement of all stakeholders in the school, with particular attention to relevant management and delegation of authority agreements.

They should also act as a role model to all staff, demonstrating and expecting high expectations; respect for their social, cultural, religious and ethnic backgrounds; and commitment to raising educational achievements.

Key Accountabilities

1. Recruitment and Induction

- Facilitate, place and maintain relevant advertisements across all key media (TES, School Website, Social networking sites, linked in etc) and proactive talent searches where appropriate.
- Oversee the recruitment of all staff managing candidates through the recruitment process - ensuring recruitment consistent with Safer Recruitment best practice, background checking and Qatar labour law / entry requirements.
- Prepare engaging recruitment materials adverts (including job descriptions, person specifications, advertisements and information packs), which reflect the key benefits of the school and attract quality candidates.
- Prepare all offer letter paperwork, labour contracts, process contractual change paperwork, leaver documentation, and all other ad hoc employment documentation including updating MOEHE systems and the PRO in respect of changes to staff information, joiners and leavers.
- Work with PRO to support new staff with Visa & Qatar Residency permits & attestation of relevant documentation, supporting liaison with ministry and government departments to expedite resolution of any difficulties..
- Lodge paperwork with PRO and Ministry departments to secure Work Permits, Residence Permits & Exit Permits.
- Support onboarding of staff – Provide assistance and support upon arrival in country, provision of accommodation, and integration into the school, inc. supporting management of probation and appraisal processes.
- Work with line managers to support the preparation of induction events/ timetables and process for all staff.
- Ensure SLT are immediately advised of all resignations supporting prompt resource planning. Provide relevant Management information reports to the School Board in respect of replacement need.

2. Employee Relations

- Provide first line advice and support to line managers in respect of day to day disciplinary, grievance, absence management, capability related issues, ensuring compliance with school policies & procedures, best practice and Qatar Labor law.
- Maintain awareness of changes to Qatar Labor Law and other employment laws (including recruitment, visa and ministry requirements) to develop knowledge of HR and support management of staffing issues.
- Escalate and manage more complex Employee relations issues with support from the Group HR Manager and Senior Leadership Team, identifying where external advice may be required.
- Support managers efficiently and effectively manage performance across the school, ensuring that staff are motivated to engage in performance management and see the benefits
- Research, propose, plan and facilitate Professional Development opportunities as per the SDP for individual staff and staff cohorts, reviewing training opportunities through official organisations such as BSME, COBIS, CIS.
- Identify training needs from performance reviews, to recommend relevant and cost-effective training solutions
- Track and monitor staff absence; advise senior managers on the correct procedures to be followed in managing staff absence and sickness and to record and report levels of absence to Senior Leaders and Finance Payroll Team.

3. HR Administration, Documentation & Reporting

- Ensure maintenance and updating of school single central record, isams, ministry databases, internal management information systems in respect of employee data.
- Ensure personnel files are updated with relevant employee documentation, safeguarding & background checks.
- Support the Head of Operations in the provision of accurate and timely information and MI reports related to HR

policies and practices, via iSAMS reports and reporting via other means.

- Generate and maintain a Staff Handbook to consolidate all relevant employment information for staff
- Deal with queries and provide support to staff on medical insurance issues.
- Ensure HR records comply with the School's Data Protection Policy and Code of Practice within the service area of the post.
- Deal with all queries around holiday entitlement, new starter pay, and support finance teams with pay calculations upon employees leaving and joining.
- Oversee the exit interview process, conducting exit interviews as necessary, providing relevant input and guidance to the SLT in respect of insights and recommendations.
- Support various HR and Recruitment project work when needed. Improve recruitment practices to reflect school brand and values.
- Support file audits to ensure compliance of core Human resource data.

4. Payroll and Budgeting

- Manage the production of monthly payroll; salary, statutory benefits and tax payments, for approval by the Head of Operations.
- Ensure appropriate authority and sign off of all payroll changes in line with Delegation of Authorities Manual.
- Support the annual budgeting process, inputting budget spreadsheets with relevant salary and benefit details, supporting the Head of Operations and Executive Principal finalise for approval.
- Ensure all monthly payments are made in accordance with agreed budgets, escalating irregular issues outside of budget for approval under the Delegation of Authorities Manual.
- Work with Executive Principal and Head of Operations as appropriate to support the preparation of recruitment business cases, where recruitment is new or not like for like.

Observe strict confidentiality in relation to all aspects of work undertaken

The post holder is also expected to carry out any other duties as reasonably requested or required by the Executive Principal to ensure the effective running of the school

Person Specification

Skills, Knowledge, and Experience

- Educated to college / degree level.
- Recognised HR qualification or comparable work-based experience.
- Experience in similar generalist HR roles, with experience in providing support to line management
- Recent GCC experience, ideally at another school within the Middle East or similar service setting, with understanding of Islam and Arab culture in the GCC.
- Understanding and experience of HR systems.
- Good working knowledge of Microsoft Office applications - Proficient use of Word, Powerpoint, Outlook.
- Proven competence in managing difficult employment cases (eg. conduct, grievance, performance/capability).
- Ability to be effective under pressure and meet multiple deadlines and priorities.

Competencies

Well organised: with ability to plan, prioritise, and multi-task, to manage varying workload to meet deadlines.

Creative and Flexible: Proactive and practical approach to problem solving, with the desire to achieve.

Attention to detail: Accurate administration skills with excellent attention to detail and able to meet deadlines under pressure.

Strong Communicator: With effective interpersonal skills and confident working with senior managers.

Accountable: Able to take and accepts responsibility, learning from errors to continually improve.

Role Model: Able to lead by example and promote the school's values.

Team player: Ability to work as a strong team member in a leading or supporting role.

Tactful and diplomatic: Identifies and recognises sensitivities. Demonstrates understanding & preserves confidentiality.