

Job Description & Person Specification

Job Title: Human Resources Manager

Collaborates with: All Departments

OBJECTIVE OF THE ROLE

SES is the oldest Not for Profit, British Curriculum School in Sharjah. We are looking to recruit a Human Resources Manager. This position will be responsible for the day-to-day operations of the Human Resources Department in order to provide excellent customer service. The Human Resources Manager must have the ability to demonstrate HR best practice and lead a team, thus ensuring the HR Department is viewed as a confidential, respected and trusted department.

MAIN RESPONSIBILITIES

Recruitment Process

- Be the point of contact for all departments and all recruitment needs (where applicable)
- Approve the job descriptions provided for new vacancies (where applicable)
- Determine the time scale & platform for publication of vacancies alongside the Senior Leadership Team
- Attend the interviews where necessary and provide feedback
- Be an integral part of the offer process
- Oversee the work of the Local Government Liaison Administrator ensuring that all documentation is submitted and approved in a timely manner

Internal HR Process

- Lead, coach, and mentor the HR team ensuring the sound management of the entire HR function
- Negotiate the annual renewal of the private medical insurance scheme and ensure it includes an employee assistance programme which supports a good value proposition for employees. Register and maintain all staff with the medical insurance company
- Oversee, implement and improve all HR processes
- Ensure that the daily absence for all staff members is logged onto the HR system
- Maintain the employee files and the employee database, ensuring that it is up to date, accurate and complies with UAE legislation
- Keep up to date with any changes to the Labour Laws and advise Senior Leadership staff accordingly
- Be aware of ongoing staff visa status and advise accordingly
- Manage and plan the SES on-boarding & off-boarding process

Payroll Process

- Have an understanding of and manage the payroll database & system
- Determine the payroll calendar
- Liaise with the HR Administrator as they prepare the monthly payroll, confirming any deductions or additions before it is then shared with the Finance Team

Performance Management System

- Implement and manage the new Performance Management System, making sure that each member of the team are fully trained in the system
- Coordinate the probation, performance review and appraisal cycles to support leadership in achieving a high-performance culture, and advise leaders on correct adherence, timelines, and expectations.
- Support with highlighting the training needs post the annual performance reviews (where applicable)
- Ensure that each member of staff has an up to date job description

KEY REQUIREMENTS

- Minimum Level 5 CIPD Qualification is essential
- Strong leadership skills
- The ability to communicate clearly, concisely, and effectively. An active listener with the ability to understand information and ideas presented both verbally and in writing.
- Knowledge of HR Systems and the ability to analyse effectively
- Previous experience of working in a HR department at an international school
- Ability to work under pressure and to tight deadlines, with a positive solution focused approach
- Diplomatic and empathetic, with the ability to deal with sensitive, personal information and issues in a confidential and supportive manner
- A self starter with the ability to work alone and as part of a team
- First language and high quality use of English is essential

This list is not exhaustive and is designed to provide a framework for areas of involvement.

Please send your CV, cover letter and completed application form to:

recruitment@sharjahenglishschool.org