

HR COORDINATOR FURTHER PARTICULARS

North London Collegiate School Dubai seeks an enthusiastic and experienced **Human Resources Co-ordinator**. The successful candidate will take responsibility for areas such as recruitment, intake and induction, record-keeping and management of all human resource related processes.

The successful candidate will have an international outlook and an appreciation for the impact the human resources department can have in the School and on the staff at the School. This person will be quick to learn about the organization and begin to interact with various stakeholders to perform the role effectively. The post holder will have a proven ability to perform his/her own duties and support others in performing their duties; he/she will be expected to have the following capabilities in terms of personal qualities, professional experience and skills:

Professional Qualifications

- Bachelor Degree or higher
- Professional qualification in Human Resources or related field (preferred but not essential)

Professional Experience

- Experience in the Education sector and in a human resources role (preferred but not essential)
- Demonstrated experience with databases, MS Word, MS Excel and related programs
- Demonstrated experience with high efficiency and accuracy of typing and word processing
- Experience with diary and travel management

Personal Qualities and Skills

- Excellent communication skills, including the ability to effectively communicate requests and instructions to individuals and groups
- Ability to manage multiple tasks simultaneously, solve problems, manage and meet deadlines and maintain a high quality of work
- Commitment to, and enthusiasm for, service and delivery to all stakeholders
- Flexibility and adaptability to manage changing work requirements and varying volumes of work
- Ability to work co-operatively and effectively within the team and the organisation
- Possess a personal presentation that reflects a professional image and the values of the organisation
- High level interpersonal skills
- Confident and articulate in communicating with others
- Possess good organisational skills, manage time efficiently

- Ability to show good cultural understanding

Responsibilities of the Post

- Fostering and supporting the School's ethos, values, rules and guidelines
- Responding to internal and external HR related enquiries or requests and provide assistance efficiently.
- Liaising closely with the PRO department for the submission of relevant visa requirements, as well as any other current government identification requirements
- Maintaining records of personnel-related data (payroll, personal information, leaves, turnover rates, appraisals etc.) in both paper and the database and ensure all employment requirements are met
- Liaising with other departments or functions to support their duties (payroll, benefits etc.)
- Supporting the recruitment/hiring process by placing adverts, filtering applications, performing background checks, assisting in shortlisting, issuing offer letters and employment contracts etc.
- Assisting line managers in performance management procedures
- Scheduling meetings, interviews, HR events etc. and maintain the team's agenda
- Coordinating safeguarding and other related training sessions and seminars
- Conducting orientation or induction and update records for new hires
- Producing and submit reports on general HR activity at the Principal's request
- Assisting in ad-hoc HR projects, such as the collection of employee feedback.
- Reviewing the existing HR policies, procedures and processes and providing the Principal with suggestions and best practices.
- Keeping abreast of UAE labor law and regulations and advising the school personnel accordingly.
- Act in accordance with relevant legislation in the UAE and Dubai, as well as UK guidelines, particularly with regards to educational provision, health and safety initiatives and child safeguarding and ensure that all students and staff maintain these standards

As with all posts, the Principal will reserve the right to vary the precise responsibilities should needs change and opportunities arise.

Application Process

Please email your completed application form with a cover letter to recruitment@nlcsdubai.ae mentioning **HR Co-ordinator Application** in the subject line. Short-listed candidates will receive a recruitment information form to complete and return. We do apologize in advance that we may not be able to reply to all applications.

Applications will be accepted until 19th January 2018 with interviews for shortlisted candidates to start immediately.