

Role Profile			
Role	HR Manager	School	Oryx International School
Line Management	2 Admin Assistants and 2 PRO's	Reporting To	Head of Operations
Internal and External Interactions	Principals, school staff, students, parents, Orbital Education, PRO, MoE	Hours	40 hours per week
Role Purpose			
The HR Manager will be accountable for ensuring all staff recruitment processes are efficiently completed and manage a team to deal with the ongoing employment issues and queries. They will work closely with the Head of Operations to ensure the HR function delivers a first class service and contributes positively to the Strategic Direction Plan (SDP).			
i) Key Accountabilities			
Recruitment			
<ul style="list-style-type: none"> • Ensure the efficient coordination of staff recruitment including: <ul style="list-style-type: none"> ▪ Compliance with safer recruitment practices ▪ Assist management as required with initial candidate search & contact ▪ Oversee the arrangement of interviews & coordinate with interviewer ▪ Ensure relevant letters sent to candidates are checked for consistency and accuracy 			
Human Resources			
<ul style="list-style-type: none"> • Direct and manage: <ul style="list-style-type: none"> ▪ Manage information flow to new and existing staff regarding company policy ▪ Deal with high level HR related questions from staff and management ▪ Thorough review and understanding of Oryx compensation and benefits ▪ Review Payroll of changes eg starters, leavers, changes to contract, unpaid leave ▪ Inform relevant internal stakeholders of any necessary HR changes eg IT, marketing, PRO, finance, security ▪ Understand what documentation is required for all new hires eg qualifications, background checks ▪ Ownership for Single Central Record (SCR) ▪ Where necessary, manage accommodation for new and existing staff 			
Human Resource Systems			
<ul style="list-style-type: none"> • Manage iSAMS and MOE database, to include the following: <ul style="list-style-type: none"> ▪ Review candidate documentation in iSAMS ▪ Monitor and report on the MOE system for nominations ▪ Regular monthly audit of Single Central Record 			
Administration			
<ul style="list-style-type: none"> • Work closely with the Head of Operations: <ul style="list-style-type: none"> ▪ To provide confidential admin/secretarial support ▪ Identify and improve ways of working and streamline current processes and procedures ▪ Policy planning and promotion/awareness ▪ Advise on the content for offer letters ▪ Establish a formal routine for confirmation of probationary periods ▪ Contract reviews ▪ Identify training needs and requirements for Admin staff • Direct and Line Manage the Public Relations Officers: 			

- Manage PROs regarding new hires, leavers and changes to staff contracts
- Oversee Qatar Residency Permits, passports, labour cards, exit permits
- To keep up to date with Ministry requirements
- Analyse trends in compensation and benefits

The post holder is expected to actively contribute towards the school and involve themselves in the life of the school at all levels. This includes, although is not limited to, attending school functions

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

ii) General Activities and Requirements

- Partner to SLT in respect of recruitment
- Work effectively as part of the wider Administration/Office team providing support where required.
- Receive visitors
- Liaise with staff, pupils and parents.
- Assist with school mailings.
- Attend staff meetings as required.
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards.
- When necessary to assist with school functions, events, concerts etc (these could be out of hours)

Person Specification

Skills, Knowledge, and Experience

Experience and Skills

- Knowledge and experience of working in an HR environment
- A high degree of computer literacy (Microsoft Office applications).
- The ability to use statistics and database management.
- Excellent communication skills with a confident telephone manner
- Good organisational skills and the ability to prioritise and manage tasks.
- An eye for detail and accuracy.
- Highly proficient in spoken and written English, a second language would be of benefit
- Experience of working and living in Qatar
- Knowledge of the MOE database would be advantageous
- Understanding of Qatar Labour Law would be desirable

Personal Attributes

- A professional manner and appearance.
- Friendly, warm personality.
- Self-motivated, with a positive, professional attitude.
- Calm under pressure.
- The ability to deal with a variety of people and situations (face to face, on the telephone and through electronic communication).
- Hard working, pro-active and flexible with working hours when necessary

Prior experience, interpersonal skills and a high level of proficiency in administrative skills is essential.

Applicants should have appropriate qualifications and experience of working in the GCC if possible.



Competencies

- **Accountable:** Takes ownership and responsibility for decisions and sets standards to act as a role model
- **Team Worker:** Ability to work as a strong team leader and team member as required
- **Resilient:** Demonstrates resilience to respond to challenge