



Ranches Primary School Dubai is seeking to employ a passionate Human Resource Officer for 3 months maternity cover.

REPORTING TO

Head of Administration / Principal PA

PURPOSE

Working as part of an exciting, forward-thinking Admin team, the HR Officer will provide a proactive and technically sound generalist HR service to facilitate legal compliance, implementation of best practice and the delivery of the HR strategy by working closely with key stakeholders.

KEY ACCOUNTABILITIES

- Be the first point of call for general HR queries from the staff and other stakeholders.
- Support the Principal with recruiting staff, which involves developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates.
- Managing recruitment via all channels TES, School website, referrals etc.
- Managing the Single Central Register (SCR) and SCR Tracker.
- Performing background checks for all staff prior to confirmation of employment.
- Onboarding - Preparing employment contracts, ensuring the relevant sign-off and paperwork is completed prior to issuance.
- Offboarding – Managing all exit related processes.
- Managing and updating the HR Management Information System and staff absence records.
- Managing the medical insurance provision for staff and issuance of medical cards.
- Maintain employee records and relevant documentation.
- Maintain accurate and efficient electronic and soft files (where appropriate) for HR Policies and Procedures, HR template documentation and HR process maps.
- Compiling payroll data and supporting the payroll function.
- Interpreting and advising on UAE Employment Law.
- Planning and sometimes delivering training, including new staff inductions. Organising induction schedules for new staff.
- Coordinating supply cover as and when required.
- Preparation of all staff required letters and certificates.

GENERALTEAM SUPPORT

- Supporting the PA to Principal/Head of Admin in school.
- Supporting the Head of HR for Cognita ME.

Ranches Primary School

Arabian Ranches 2, Dubai, UAE P.O. Box 644818T

+ 971 4 442 9765 • F + 971 4 441 8213 • www.rpsdubai.com

Twitter: @ranchesprimary • Facebook.com/RanchesPrimarySchool

COGNITA



GENERAL RESPONSIBILITIES

- Model the RPS School values in all language and interactions, in particular, demonstrating and encouraging a culture of kindness, fairness and ethics.
- Comply with and demonstrate an active commitment to safeguarding policies, procedures and code of conduct.
- Follow all school policies, procedures and handbooks.
- Respect and maintain all aspects of professional confidentiality.
- Take a proactive and professional approach to school life and professional development.
- Undertake such duties as may reasonably be requested, showing flexibility of approach.

Qualifications	<ul style="list-style-type: none"> ▪ Minimum of A Levels or equivalent
Essential	<ul style="list-style-type: none"> ▪ English Speaker ▪ Excellent presentation and communication skills
Knowledge	<ul style="list-style-type: none"> ▪ Strong administration and organisational skills ▪ Confident, articulate and clear written and verbal communication skills, with all levels of employees ▪ Excellent customer-facing and interpersonal skills ▪ Excellent knowledge of Microsoft packages: Word, PowerPoint, Excel and Outlook ▪ Excellent computer skills, ideally with working knowledge of school management information systems (iSAMS) and demonstrated skills in database management and record keeping ▪ Numerically and grammatically accurate ▪ Engaging presentation skills ▪ General knowledge of UAE labour law and best practices
Experience	<ul style="list-style-type: none"> ▪ Prior experience of working within in a HR Team ▪ Prior experience working in Education desirable
Key Relationships	<p>Internal: Principal, Teachers, Admin, Heads of Departments, Education and Operations Teams.</p> <p>External: Third Party providers</p>
Capabilities and Qualities	<ul style="list-style-type: none"> ▪ Enthusiasm, initiative, reliability ▪ Discretion, integrity and confidentiality ▪ Collaborative approach, and ability to work independently ▪ Ability to work in a fast-moving environment, managing conflicting demands and priorities ▪ Efficiency, flexibility and adaptability are essential ▪ Attention to detail and excellence in communication ▪ Ensure a thorough awareness and practical application of the policies and procedures ▪ Encouraging and empathetic to staff; ability to work well in a team
Working Conditions	<ul style="list-style-type: none"> ▪ 7.30am – 3:30pm or as required (Monday to Thursday) ▪ 7:30am- 12:00pm (Friday) ▪ Meetings as required

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Salary	The salary and benefits package reflects the fact that the school is committed to excellence
Contract	3 Months Maternity Cover
Application	<p>Candidates are requested to complete the application form, together with a covering letter/supporting statement detailing what makes you the perfect person for the role.</p> <p>Email: careers@rpsdubai.com</p> <p>Interviews will take place either face to face in Dubai or by video conferencing.</p> <p>Ranches Primary School and Cognita Schools are committed to safeguarding and promoting the welfare of all of its employees and students. A police check is a pre-requisite for all appointments and a vetting procedure is applied to all appointments.</p>

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