



Application Brochure

Human Resources Manager position





Welcome to
**Amity International
School Amsterdam**

Thank you for your interest in our Human Resources Manager position. We are looking for candidates that are willing to go the extra mile for our school to be successful.

Are you the open-minded, dedicated, and experienced colleague we are looking for?



Who are we?

Amity International School Amsterdam is a young and vibrant school in Amstelveen, continuing to grow and flourish. Our goal as a school has not changed since we first opened our doors in February 2018 and our vision remains the same: we want to empower each individual to thrive and make a positive difference.

As an accredited International Baccalaureate (IB) school for the Primary Years Programme (PYP), the Middle Years Programme (MYP), and the Diploma Programme (DP), we offer a globally recognised curriculum that challenges students to take responsibility for their own learning and encourages them to become active world citizens.

We pride ourselves in supporting and challenging every student to achieve excellence in all aspects of their life. We believe our students are more successful when close relationships and support systems have been built between home and school.

We value diversity and aspire to be an inclusive school. Our students and staff come from 44 different nationalities. Being such a diverse school allows us to learn from each other and helps children to gain a better understanding of what it means to be a global citizen and internationally minded. Developing as a global citizen also encompasses our interactions with the physical world around us.

Our school is fortuitously based in an awe-inspiring monumental building surrounded by lush historical parklands. We look to reap the benefits of our position by ensuring learning opportunities occur outside of the classroom either on the school grounds or through trips further afield. In the local area, we have access to amazing sports facilities, and we make use of these every week.

On behalf of our entire team, we look forward to meeting you and are confident you will leave amazed by every aspect of our school from the facilities, technology, professional yet friendly ambience to, most importantly, the high level of learning occurring at the school.

Remuneration Package



⇒ Competitive Salary

⇒ Holiday Pay: 8% of annual gross salary paid in May (pro rata/ taxable)

⇒ Daily commuting allowance

⇒ Great environment

⇒ 45 days holidays per year

⇒ Staff fitness classes



Applications for Academic Year 2022/2023

Human Resources Manager

General Accountability Statement:

The Human Resources Manager is responsible for the administration and management of all areas of human resources for the School. The position requires a highly organized and detail-oriented person with excellent interpersonal skills and a high degree of confidentiality and discretion.

Duties & Responsibilities

What will you do on a day-to-day basis?

- The Human Resources Manager will report to the Principal and work closely with the school's 100 employees.
- Manages all HR functions including recruitment, performance management, employee relations, benefits, and compensation
- Develops and maintains the school's employee policies and procedures, HR handbook and employee online forms
- Manages the recruitment process including posting, recruiting, interviewing, and hiring for open positions
- Oversees employee onboarding, orientation, exit processes and document completion
- Advises and consults with Principal and relevant leadership team members to resolve and/or diffuse employee relations issues
- Maintains employee records and files
- Leads annual performance management process for staff
- Leads professional development initiatives for staff
- Supervises HR Assistant whose key responsibilities will be supporting the HR Manager, administering payroll, and coordinates visas for international teachers.

What will you bring to the table?

- The ideal candidate for this role will have the following qualifications, experience, skills, and attributes:
- Minimum of five years of experience in Human Resources management
- Bachelor's degree / Master's degree
- Kind, pleasant, and effective communicator, willing to serve people at all levels in the organization
- Working knowledge of human resource principles, procedures and practices
- Ability to effectively deal with multiple priorities, functions and activities
- Well-developed business ethics and the ability to maintain a high level of discretion
- Knowledge of the Dutch employment law and regulations
- Working knowledge of basic business and payroll software, including Microsoft Word, Excel and PowerPoint
- Excellent verbal and written communication skills with an emphasis on confidentiality, tact, and diplomacy

Desirable skills:

- Knowledge of Dutch
- Experience working in Education

What is in it for you?

We are looking for candidates who are willing to go the extra mile for our young school to be successful. In return, we are offering a competitive salary for successful candidates. If you are internationally minded, permitted to work in the European Union and have the desire to help shape the exciting future of our school, we would be delighted to hear from you.

If you would like to apply for the post:

- Complete the brief Job Application Form and attach your CV (including contact details of Referees) and Letter of Application via the TES platform.
- Only shortlisted candidates will be contacted.

In case of any enquiries about this post or the school, please contact our recruitment team via recruitment@amityamsterdam.nl





References

Please include within your TES application the names, job titles, work email addresses and telephone numbers of two professional referees. These need to include your current employer and an additional recent referee that you have worked for within the past 6 years.

We collect full references before shortlist interviews but if you have a specific preference that we do not contact one or more of your referees prior to the interview, please notify us of this.

Qualifications, Identification and Background Checks

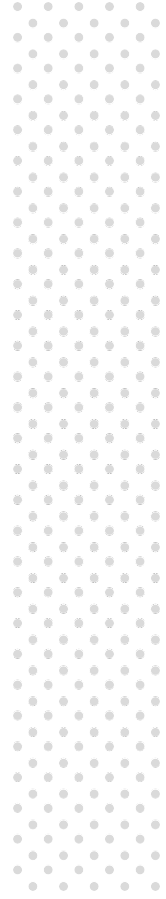
Please note that you will be required to bring documentation to the interview providing proof of qualifications as part of Amity's procedures. If an offer is to be made, you will be required to provide relevant police checks as part of the organisation's recruitment and safeguarding procedures.

Safer Recruitment Practice

We take caring for the physical and emotional health of each member of the school community very seriously. As a school, we are committed to safeguarding and expect all staff, volunteers and other third parties to share this commitment. All appointments are subject to an interview, identity checks, criminal records checks and successful references.

Safeguarding commitment

Amity is committed to safeguarding and promoting the welfare of its students. Everyone is expected to share this commitment. "Everyone" means all staff and all volunteers. Processes are designed to prevent unsuitable people working with children and young people and to promote safe practice as well as challenge poor and unsafe practice.



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