



Head of HR – Citizens School, Dubai

Location: Dubai,

Full-time

Reports To: Principal / CEO

About Citizens School:

At Citizens School, Dubai, we are committed to creating a dynamic, innovative, and inclusive learning environment that nurtures and develops future leaders. Our mission is to provide a world-class education while fostering a strong school community that values diversity, engagement, and excellence. Our values – Entrepreneurship, Empathy, Inclusivity, Growth Mindset, Curiosity, Resilience, and Well-Being – underpin every aspect of our work, ensuring that we equip our learners with the skills needed to thrive in the future.

As we continue to grow, we are seeking a Head of HR to lead our human resources function, ensuring a high-performing workforce aligned with our vision and values.

Job Summary:

The Head of HR at Citizens School will be responsible for leading and managing all aspects of the human resources function, including talent acquisition, employee relations, performance management, compensation & benefits, training & development, and HR policy implementation. This role is crucial in creating a positive school culture, enhancing employee engagement, and ensuring compliance with UAE labor laws, KHDA regulations, and COBIS standards for safer recruitment and Single Central Record (SCR) maintenance.

The ideal candidate will have extensive HR leadership experience in the education sector, a strategic mindset, and a passion for driving people-centric initiatives that support both staff and institutional goals.

Key Responsibilities:

Strategic HR Leadership

1. Develop and implement
 - HR strategies and policies aligned with the school's mission, vision, and long-term objectives.
 - Act as a strategic partner to the leadership team, advising on workforce planning and talent management.
 - Ensure compliance with UAE labor laws, KHDA regulations, COBIS accreditation standards, and best HR practices in the education sector.
 - Drive a culture of diversity, equity, inclusion, justice, and belonging (DEIJB) across the school.
2. Talent Acquisition & Workforce Planning. Oversee the recruitment and selection process, ensuring we attract and retain top-tier educators and administrative staff.
 - Ensure all appointments adhere to COBIS safer recruitment standards and are documented in the Single Central Record (SCR).
 - Collaborate with department heads to determine staffing needs and succession planning strategies.
 - Manage onboarding and induction programs to ensure seamless integration of new employees.

3. Employee Relations & Performance Management act as the point of contact for employee relations matters, ensuring fair and consistent resolutions.

- Develop and oversee performance evaluation systems to drive staff growth and accountability.
- Implement staff recognition and reward programs to boost morale and productivity.
- Ensure HR policies are clearly communicated and consistently applied.

4. Training & Professional Development. Establish training programs to support faculty and staff in their continuous professional development.

- Ensure HR policies and training include DEIJB and bias training for all recruitment and leadership teams.
- Identify leadership and skill development opportunities for high-potential employees.
- Create a learning culture that enhances staff capabilities and career progression.

5. Compensation, Benefits & Payroll. Design and implement competitive compensation structures and benefits packages to attract and retain top talent.

- Work closely with finance and payroll teams to ensure accurate and timely salary processing.
- Benchmark salary structures against industry standards to maintain competitiveness.

6. HR Operations & Compliance. Maintain up-to-date HR records, employee files, and HRIS systems.

- Ensure compliance with employment laws, KHDA regulations, and COBIS safer recruitment policies.
- Lead HR audits and risk assessments to enhance organizational effectiveness.
- Oversee visa processing, work permits, and residency renewals for employees.

7. Employee Engagement & Well-being. Develop and execute staff engagement and well-being initiatives to enhance job satisfaction and work-life balance.

- Conduct regular staff surveys and feedback sessions to measure and improve workplace culture.
- Implement mental health and well-being programs for staff members.

Key Requirements:

Education & Qualifications:

Bachelor's degree in Human Resources, Business Administration, or a related field (Master's degree preferred).

HR certifications (CIPD, SHRM, or equivalent) are highly desirable.

Experience:

- 8+ years of HR experience, with at least 3 years in a senior HR leadership role (preferably in an educational institution).
- Strong experience in recruitment, employee relations, performance management, and compliance within the UAE.
- In-depth knowledge of UAE labor laws, KHDA regulations, and COBIS safer recruitment practices.



Skills & Competencies:

- Excellent leadership, communication, and interpersonal skills.
- Strong strategic thinking and problem-solving abilities.
- Ability to handle sensitive HR matters with discretion and professionalism.
- Proficiency in HR software and HRIS systems.
- Passion for creating a positive and people-centric workplace culture.

What We Offer:

- Competitive salary package and benefits
- Opportunity to be part of a prestigious and forward-thinking school
- Professional development and career growth opportunities
- A supportive and inclusive work environment that values well-being

Join Citizens School Dubai and contribute to shaping the future of education through excellence in HR leadership!

Safeguarding:

- Citizens School is committed to safeguarding and promoting the welfare of children and young people. We execute rigorous recruitment procedures that ensure all employees and volunteers are of sound moral character and are suitable people to work with children and young adults. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold our commitment to safeguarding;
- Taking a proactive approach to safeguard all children and members of the School community;
- Commit to upholding all school policies and procedures;
- Be part of a fully inclusive school where all members of staff work together to provide a fully inclusive environment and working practices, free of bias and prejudice.