

HUMAN RESOURCES ADMINISTRATOR

JOB DESCRIPTION

Primary Objective of Role

The HR Administrator is responsible for providing high-quality administration support to the Head of HR, Deputy HR Manager, and the HR Team. The HR Administrator will be responsible for supporting the Primary and Secondary schools and the Doha College Academies. The post holder will provide a responsive and high-quality HR service and will oversee the effective operation of a number of key HR administration processes.

Accountability and Responsibilities

Safeguarding and promoting the welfare of students

- Incorporate the school's vision, mission and core values into normal working practice.
- Be responsible for safeguarding and promoting the welfare of all students that the Learning Support Assistant comes into contact with.
- Follow the reporting procedure contained in the Child Protection Policy with regards to raising concerns about the welfare of any student.
- Act in accordance at all times within the school's policies and procedures, including but not limited to, the Standards of Conduct Policy, Health, Safety, Security and Environment Policy and the Human Resources Policy Manual.

Main Duties

- General administration duties such as filing, photocopying, scanning and confidential shredding
- Issuing employment letters to staff such as confirmation of address, salary confirmation and bank loan letters
- Answer general HR enquiries and provide advice on basic HR policies and taking messages for other HR staff, as required.
- Maintenance and input of data in various HRIS Systems and keeping staff records up to date. This includes managing staff personal records in SAGE and SIMS.
- Preparing relevant documents such as monthly reports and presentations.
- Support HR Advisors on various functions in HR such as Recruitment, Payroll, On-boarding, and Immigration as deputed.
- Provide backup to HR Assistant in their absence.



- Maintenance of employee attendance and absence record and responsible for administration of leave requests.
- Administration and advice on Medical and Life Insurance policies to all staff members and encourage usage of portals and self-services.
- Maintain and update the Human Resources page on the College intranet.
- Ensure confidentiality of all HR personnel related information at all times.
- Annual archiving and clean up of HR e-files.
- Refer any requests for access to HR personnel related information to Head of HR or Deputy HR Manager
- Maintenance of the College's Single Central Record. This includes ensuring that all pre-employment document is received and logged.
- Manage Ex-Employee reference requests.
- Ensure that the Department's safeguarding responsibilities are fulfilled, including undertaking any safeguarding training

Technical and Support staff are expected to work flexibly to enable the effective discharge of their professional duties.

Safeguarding

Doha College is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and a criminal records check. Teaching staff will also be subject to a Barred List and Prohibition from Teaching Check

PERSON SPECIFICATION

Key Requirements

Qualifications

- Minimum Secondary/High School level education (Essential)
- Graduation in relevant field (Desirable)

Experience

- Previous experience working in an administration role, ideally within a school setting (Desirable)
- Previous HR experience would be an advantage (Desirable)
- Experience working with databases (Desirable)
- Customer service experience (Desirable)

Skills, Knowledge and Abilities

- A basic understanding of HR policies and procedures and their application in the workplace (Essential)
- Good IT skills and an advanced user of MS Office packages (Essential)
- Fluent in spoken and written English with excellent communication skills (Essential)
- Fluent in spoken and written Arabic (Desirable)



- Ability to prioritise with good organisational skills and the ability to work quickly and accurately under pressure (Essential)
- Good attention to detail (Essential)
- Organised, accurate, thorough and able to monitor work for quality (Essential)
- Ability to maintain and respect employee confidentiality (Essential)
- An understanding of safeguarding requirements within a school setting (Desirable)
- Outstanding customer service skills and the desire to provide a first-class HR service (Essential)
- An effective team player who is able to work flexibly (Essential)

