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HR Manager Jobs In Sharjah | International Schools Partnership

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Company: International Schools Partnership

Location: sharjah

Category: other-general

HR Manager Jobs In Sharjah | International Schools Partnership

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Begin with our children and students. Our children and students are at the heart of what we do. Simply, their success is our success. Wellbeing and safety are both essential for learners and learning. Therefore, we are consistent in identifying potential safeguarding issues and acting and following up on all concerns appropriately.

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Responsibilities To be responsible for the process of recruitment and selection of staff, including updating job descriptions, preparing, and placing advertisements, ensuring recruitment and interview schedules and packs are prepared for distribution, and maintaining records of applicants.

To be responsible for the interview process, organising the schedule of interviews/presentations, in partnership with line managers, heads of dept and senior leadership To ensure all regrets, offer letters, variation letters and contracts are issued accurately and in a timely manner.

To ensure compliance with all recruitment and safeguarding requirements, including the acquisition of DBS and/or ICPC checks, country of residence and/or home country police clearance checks, satisfactory references, medical clearance, and any other required checks, in accordance with Keeping Children Safe in Education guidance and other local/federal/governing regulations and/or best practice. Apply Also Operations Lead – Seating

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Requirement To support and advise the Principal and WSLT, on all HR matters, including disciplinary, capability, grievance, redundancy, and restructures.

To support the Principal with reports for the Board and provide accurate and timely management information as and when required.

To provide input to the Principal and WSLT regarding any changes to HR policies and procedures.

To ensure staff files are created and maintained in keeping with relevant guidance including GDPR/Privacy and Data Protection federal law compliance.

To ensure the Staff Absence Management Procedure is followed and, where absence indicators require additional action, to follow up appropriately with the line manager.

To have oversight of CPD records and performance appraisal of academic staff.

To lead and maintain accurate records of CPD and performance appraisal for administration staff.

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