



HR Manager

Reporting to: Headmaster

OUTLINE

The post holder will occupy the position of HR Manager and will perform the duties as listed below supporting the Headmaster, Head of Finance, the Deputy Head, and members of the Senior Management Team.

Predominantly the job holder will work closely with prospective or current staff to enable the efficient management of employee records. Additional duties and/or projects may be allocated by the HR Manager to ensure an overall efficient service is provided by the HR team at all times.

Key Tasks & Responsibilities

The following responsibilities shall be deemed to be included in the duties that you may be required to perform:

- Provide effective HR team leadership so that they can implement all HR related processes and carry out their duties efficiently;
- Support the Headmaster and Head of Finance in the recruitment and onboarding of all staff;
- Seek improvements to the day-to-day management of HR processes whilst encouraging the HR team to initiate changes which will enhance the efficiency of the department;
- Manage all on-boarding arrangements for teaching and support staff at Cranleigh;
- Manage the issuing of all employment contracts and offer letters in line with UAE Labour Law requirements;
- Oversee all queries and follow up on all staff-related questions in the process of entering the UAE;



- Oversee the visa process inc MOHRE, liaising closely with Aldar HR and PRO staff
- Responsible for reviewing and updating employee related policies and procedures to support the HR Strategy and HR Plan for CAD;
- Provide advice and guidance to Head of Finance, Headmaster and the Senior Leadership Team on employee performance issues and anomalies;
- Provide regular market research into salaries, pay scales etc.;
- Integrate and align payroll processes, services and systems between Cranleigh Abu Dhabi and Aldar;
- Ensure timely and accurate delivery of payroll information and processing;
- Oversee the maintenance of employment pay records, leave records, payroll system (WCBS) and other HR related software;
- Oversee creation and review of work flows for key HR processes;
- Produce the monthly HR report for the Head of Finance and SLT;

It is important that HR staff are familiar with the overall operation of the HR office so that it runs smoothly when anyone is out of the office. This position requires absolute confidentiality in the treatment of matters arising from work.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to a Police check.

March 2019