

JOB DESCRIPTION: HR Manager

<p>PURPOSE:</p> <p>RESPONSIBLE TO:</p> <p>DISCLOSURE LEVEL:</p> <p>SALARY/GRADE:</p> <p>WORKING TIME:</p>	<p>To play a major role under the auspices of the Trustees and under the overall direction of the Principal in:</p> <p>Head of Administration</p> <p>Enhanced</p> <p>Full time</p>
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Summary of Responsibilities

Job Purpose:

- To lead on all issues of HR and Recruitment for SMMIS
- To ensure that SMMIS is compliant with CPE (Committee for Private Education)

MAIN DUTIES

- Oversee SMMIS recruitment process
- Direct contact with CPE in all matters of SMMIS business
- To ensure that all HR issues are compliant with Singapore law
- To ensure that SMMIS follows the Safer Recruitment policy
- To ensure that all Safeguarding regulations have been followed
- Overseeing the SMMIS Single Central Record

Other Specific Duties:

HR

- To ensure the SMMIS Safeguarding Policy is upheld
- To manage the Single Central Record
- To manage staff files to include all relevant educational documentation/ absences/sickness.
- To issue Contracts of Employment
- To ensure that staff and student Insurance – renewal of hospitalization/medical policies are up to date
- To follow up staff insurance medical claims
- To ensure that all records of staff leave and sick leave are up to date
- To ensure compliance with Ministry of Manpower requirements for recruitment of all staff
- To prepare staff increment letter each year, in a timely manner

Recruitment

- To ensure that SMMIS upholds the Safer Recruitment Policy
- To oversee the recruitment of all new staff
- To update and disseminate the SMMIS Staff Handbook for new employees
- To oversee the application and cancellation process of various work pass types
- To respond to MOM (Ministry of Manpower) surveys

CPE

- To oversee the administration of all CPE issues
- To manage the Licence Renewal (every 4 years), including document preparation and readiness for CPE Inspection.
- To update all regulatory requirements for International Schools
- To submit applications to CPE for updates on Teacher Deployments, Managers, courses/modules administration/ development/ changes to premises in a timely manner
- To update the CPE of any changes to Teacher Deployment, premises layout, Management Committees/Directors, Courses and modules in a timely manner
- To prepare, collate and submit the SMMIS Annual Report in a timely manner
- To prepare, collate and submit survey data as and when required
- To prepare and update Student Contracts annually in a timely manner

Other

- Any other duties as required by the Principal

Person Specification – Human Resources

Person Specification for : Human Resources

A. Qualifications and Experience

- HR qualification
- At least 3 years' experience in HR related role
- Previous experience working in a school environment

B. Knowledge, Understanding, Skills and Abilities

Up to date knowledge of HR law in Singapore

C. Leadership/Personal Qualities

- A team player respected by others
- Ability to act quickly and sensitively under pressure, to keep calm in difficult situations, deal with stress and absorb pressure
- Ability to manage own and others' workloads appropriately, with the enthusiasm, stamina and passion to enthuse and motivate others with regard to all aspects of the education of the school.
- Open and constructive, accepting of feedback and always willing to learn

- Excellent interpersonal skills, a sense of humour and a willingness to make him/herself approachable to members of the school and the wider community; a 'can do' positive approach
- The ability to prioritise, evaluate and manage financial and human resources