

Role Profile			
Role	HR Admin Assistant	School	Oryx International School
Line Management	None	Reporting To	HR Manager/Head of Operations
Internal and External Interactions	Principals, school staff, Orbital Education, PRO, Ministries	Hours	40 hours per week
Role Purpose			
The HR / Admin Assistant will be accountable for ensuring all staff recruitment processes are efficiently completed and assist staff with ongoing employment issues and queries. To ensure safer recruitment and hiring of staff procedures are followed.			
i) Key Accountabilities			
Recruitment Assist the HR Manager in coordinating staff recruitment, including: <ul style="list-style-type: none"> Manage the recruitment email accounts and TES-Schrole Advertise all vacancies through TES-Schrole, the school website and management as required with initial candidate search & contact. Capture staff information from recruitment process Arrange interviews & coordinate with interviewer Meet and greet candidates Ensure relevant letters are sent to candidates, e.g. second interviews, offers, unsuccessful etc Preparing Offer Letters Coordinates the onboarding process to the newly hired staff (e.g. gathering of recruitment safeguarding documents) Understand what documentation is required for all new hires eg qualifications, background checks Gathers references Initiates the activation/deletion of Medical Insurances Liaise with the PROs for Work Visa application Assisting new staff in obtaining family visas 			
Human Resources Assist the HR Manager with Human Resource responsibility: <ul style="list-style-type: none"> Answer HR-related questions from staff and management/SLT Advice employees of their employment contract and remuneration package Ensure all relevant documents, such as QIDs, Nominations, Work permits (Labour Cards), and employment contracts, are up to date and meet the legal requirement of Qatari Labour Law Support all staff with the initial work permit application process Gather all supporting documentation for Nomination and liaise with PROs for application in the MOE Ensure that QIDs and Labour contracts are up to date. Liaise with PRO's regarding renewal Process leavers, i.e. send leavers letters, informing the banks, internal departments, finance etc. Arrange an exit interview between the HR Manager and the exiting employee Assign and update the PRO's of leaving and onboarding staff. Input and update on a daily basis the payroll spreadsheet, i.e. unpaid leave, change of T&Cs and WPS etc. Collate, Update and monitor daily staff absence and inform the HR Manager and Executive Principal Cross check Liaise with Payroll of changes eg starters, leavers, changes to contract, unpaid leave Inform relevant internal stakeholders of any necessary HR changes eg IT, marketing, PRO, finance, security. Update and take ownership for Single Central Record (SCR). Assist with accommodation for new and existing staff 			

Human Resource Systems:

Assist with administrative work on iSAMS and MOE database, to include the following:

- Add candidate documentation to iSAMS
- Recording absence in (iSAMS)
- Updating the MOE system with current staff information and deleting leavers

Administration:

- To provide confidential admin/secretarial support.
 - To improve ways of working and streamline current processes and procedures
 - Prepare offer letters and gather relevant paperwork and documentation from new hires.
 - Confirmation of probationary periods.
 - Keep all HR related forms up to date and share with staff where necessary
 - Record all admin/support staff annual leave and absence information.
 - Prepare and update organisational charts as required.
 - Prepare ad hoc letters as requested by staff / management.
 - Maintain job descriptions and update as necessary with input from management
 - Keep training records updated.
 - Assist in preparing timely regular reports.
- Liaise with the Public Relations Officer:
 - Inform PRO regarding new hires, leavers and changes to staff contracts
 - Regarding Qatar Residency Permits, passports, labour cards
 - To keep up to date with Ministry requirements

The post holder is expected to actively contribute towards the school and involve themselves in the life of the school at all levels. This includes, although is not limited to; attending school functions

ii) General Activities and Requirements

- Work effectively as part of the wider Administration/Office team providing support where required.
- Answer telephone, take messages and answer phone specific to HR
- Receive visitors
- Liaise with staff, pupils and parents.
- Assist with school mailings.
- Attend staff meetings as required.
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards.
- When necessary to assist with school functions, events, concerts etc (these could be out of hours)

Person Specification

Skills, Knowledge, and Experience

Experience and Skills

- Knowledge and experience of working in an HR environment
- A high degree of computer literacy (Microsoft Office applications).
- The ability to use statistics and database management.
- Excellent communication skills with a confident telephone manner
- Good organisational skills and the ability to prioritise and manage tasks.
- An eye for detail and accuracy.

- Highly proficient in spoken and written English, a second language would be of benefit
- Experience of working and living in Qatar
- Knowledge of the MOE database would be advantageous
- Understanding of Qatar Labour Law would be desirable

Personal Attributes

- A professional manner and appearance.
- Friendly, warm personality.
- Self-motivated, with a positive, professional attitude.
- Calm under pressure.
- The ability to deal with a variety of people and situations (face to face, on the telephone and through electronic communication).
- Hard working, pro-active and flexible with working hours when necessary

Prior experience, interpersonal skills and a high level of proficiency in administrative skills is essential.

Applicants should have appropriate qualifications and experience of working in the GCC.

Competencies

- **Accountable:** Takes ownership and responsibility for decisions and sets standards to act as a role model
- **Team Worker:** Ability to work as a strong team leader and team member as required
- **Resilient:** Demonstrates resilience to respond to challenge