

JOB VACANCIES 2022-2023

The International School of Düsseldorf (ISD) is a well-established, not-for-profit, progressive, K12 IB World School (PYP, MYP, DP), in one of the most desirable locations in Europe. We are an international community of learners who work together to inspire our students to be confident, creative, critical and compassionate thinkers. The school is accredited by both the Council of International Schools (CIS) and the New England Association of Schools and Colleges (NEASC).

The following position is open for applications for the current school year:

Position:	HR Generalist
Conditions:	part-time (20 hours per week)
Responsible to:	HR Director
Group:	Administrative Office Staff

The contract is limited to cover a parental leave

The Role:

The HR Generalist is handling all HR related matters for a defined group of employees which spans from the beginning to the end of an employee lifecycle.

Key responsibilities:

Independent and holistic support of the mostly English-speaking employees in all HR-related topics.

Administration of the entire HR lifecycle from the hiring process to the creation of contracts, contract changes, parental leave/Leave of absence applications, references, confirmations, warnings to the termination of the employment relationship.

Preparing and supervising all necessary new applications/extensions of residence permits, work permits and, if necessary, teaching permits.

Recruitment and Onboarding of new staff.

Constructive cooperation with the works council, considering co-determination rights and other collective bargaining issues (labour relations).

Qualifications and experience:

- 2 years of work experience in an HR role, preferably in an international school
- Degree in HR management or Business Administration
- Knowledge of labour and works constitution law
- Excellent communication skills written and verbal in German and English
- Good organisational skills
- IT skills (Microsoft, InDesign and Google)
- A positive role model of professional practice and conduct of others (e.g. use of language with attention to different cultures)
- Strong customer relations/people person
- Excellent team player
- Flexible approach and positive attitude towards work
- Reliable, punctual and able to adapt to change
- Knowledge, understanding and commitment to equality, diversity and inclusion

Application procedure:

- A letter of application no longer than two pages outlining your strengths as a candidate.
- A current CV
- A list of referees with contract details (name, company position, company, email address and phone number) for the last 10 years of employment
- A copy of your passport, residence, and work permit
- A copy of your degree
- Applications should be submitted in one PDF file and addressed and sent to Mrs Marie Willis, HR Director Email: application@isdedu.de Please include the title of the position you are applying for in the subject field of the email.

Closing date for applications:

13.05.2023

The school reserves the right to hire candidates before this date.

The International School of Düsseldorf is fully committed to the safety and protection of children. ISD's Child Protection Policy and safeguarding guidelines apply to all faculty, staff, employees, volunteers, and students who represent the school and who interact with children or young people in both a direct and/or unsupervised capacity. We follow thorough recruitment and vetting practices requiring all potential employees to provide professional references and criminal background checks. In accordance with our Child Protection Policy, employee candidates will also be asked to provide official criminal background checks from Germany and in previous countries in which they have lived.
