



Job Description

Position: HR Officer

Accountable to: Assistant Head of HR

Your Professional Duties: To provide administrative support to the HR Department. Develop the ethos of the School whilst seeking to cultivate the holistic JIS Learner Profile which includes:

Communication

Leadership

Thinking

Integration

Engagement

Resilience

General Statement of Responsibilities

- Prepare reports for Audit/Accounts purposes - payroll reconciliation, flights and gratuity.
- Prepare annual gratuity accrual and gratuity payment schedules for staff.
- Check claims from the Exams office for invigilators for reimbursement purpose.
- Organise and conduct orientation of new administration staff, gap students, interns and volunteers.
- To assist with the issuing of staff e-contracts via Adobe Sign
- To assist with collating pre-employment checks for all new contracted staff (Teaching) including reference verification
- Contractor Staff interviews
- Provides HR Systems support – assist in overseeing the information to ensure all personnel information are properly maintained.
- Responsible for all filing - staff personal files, and ensure HR store is in order.
- Perform other related duties as assigned from time to time by the Assistant Head of HR and Head of HR



PERSON SPECIFICATION FOR OPERATIONS AND ADMINISTRATION STAFF

Criteria	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Diploma and above in related field 	<ul style="list-style-type: none"> • Other professional qualifications
Knowledge and Experience	<ul style="list-style-type: none"> • Prior work experience in similar post • Proficient ICT user • Excellent administrative skills • Good attention to detail • Proficient in English 	<ul style="list-style-type: none"> • Other work experience within an office/admin environment • Competence in Chinese and Malay languages • Understanding of safeguarding and child protection policies and practices • Valid driving licence
Professional Skills	<ul style="list-style-type: none"> • Well organised and work within deadlines • Good interpersonal and communication skills • Form and maintain excellent effective relationships with all in school • Ability to work independently and a good team player 	<ul style="list-style-type: none"> • Experience of delivering presentations/ability to speak to groups
Personal Qualities	<ul style="list-style-type: none"> • Ability to use initiative • Caring, positive, honest and open • Respect and awareness for confidentiality • Ambitious and willing to learn • Self-motivated and energetic • Dedicated and hard working 	<ul style="list-style-type: none"> • Ability to maintain a professional manner under pressure • Proactive in self-development