
**Job Description: HR Coordinator
Reports to: School Principal****Job Summary**

Under the supervision of the Principal, the HR Coordinator provides comprehensive support to the school's Human Resources department. The HR Coordinator ensures that HR operations are carried out efficiently, policies and procedures are current and consistently implemented, and that the school complies with applicable employment regulations and internal HR standards. The role is responsible for coordinating recruitment, onboarding, employee records, performance management processes, staff relations, and HR administration. In addition, the HR Coordinator supports the Principal with workforce planning, HR reporting, and initiatives that promote an effective, compliant, and positive working environment.

Qualifications

- Bachelor's or Master's degree in Human Resources, business administration, operations management, education administration, organizational leadership, or a related field.
- Several years of progressively responsible experience in Human Resources, school experience preferred.
- Strong leadership, analytical, and organizational skills.
- Knowledge of operational systems, budgeting, HR procedures, and regulatory frameworks.
- Ability to collaborate effectively with administrators, staff, external vendors, and authority

Professional Expectations

- Maintain the highest standards of professionalism, integrity, confidentiality, and respect in all interactions.
- Ensure strict confidentiality in all recruitment, onboarding, employee records, and other sensitive HR matters.
- Develop, implement, and maintain efficient HR systems, processes, and documentation.
- Organize and maintain accurate personnel records and HR data in accordance with school policies.
- Demonstrate flexibility by supporting other operational and administrative functions when required.
- Maintain regular communication with the Principal and seek approval on significant HR matters and staffing decisions.

Duties and Responsibilities:

Recruitment & Staffing

- Manage the full recruitment lifecycle for teaching, administrative, and support positions (local and international).
- Coordinate onboarding and induction for all new employees to ensure a smooth integration into the school community.
- Maintain accurate and up-to-date employee records and job descriptions.
- Coordinates with the Principal and senior leadership to support long-term planning.

Employee Relations & Communication

- Serve as the first point of contact for all HR-related inquiries and employee concerns.
- Promote open communication, collaboration, and staff wellbeing initiatives.
- Support conflict resolution and disciplinary processes in line with school policies.

Policy Development & Compliance

- Develop, review, and implement HR policies and procedures in compliance with local labor laws and international school standards.
- Ensure all HR practices align with safeguarding, equality, and diversity principles.
- Maintain confidentiality and integrity in all HR matters.

Performance Management & Professional Development

- Coordinate annual appraisal and performance review processes.
- Support professional development planning and staff training initiatives in collaboration with academic and operations leadership.

Administration & Payroll Coordination

- Prepare employment contracts, renewal letters, and termination documents.
- Liaise with finance to ensure accurate and timely payroll and benefits administration.
- Maintain HR data systems and personnel files.

Accreditation, Compliance & Policy Implementation

- Collaborates closely with the Principal and Director of Academic Affairs on accreditation processes, compliance requirements, and documentation.
- Oversees components of accreditation, including data collection, and administrative evidence.
- Ensures the school meets ministry, legal, and regulatory requirements in all HR functions.