

Job Description

Position: HR Manager

Line Manager: Principal

Purpose of this post

The Junior and Senior School wishes to appoint an HR Manager to be responsible for the School's HR function and work in close coordination with the School's Management and the Employee's Union.

The Junior and Senior School is a prestigious and thriving school aiming to further develop and enhance its reputation as one of the leading schools in the country. The HR Manager will relish this exceptional opportunity to work alongside the Senior Management in taking the school into the next chapter of its development and have a genuine impact on its future by offering a safe, well-maintained and stimulating working environment. The HR goal is recruiting well-qualified and experienced staff to fulfil our purpose and objectives, then continuously professionally developing them. To continue and maintain the ethos and values of the school.

Duties & Responsibilities

General Duties:

- Be the first point of contact for all HR-related queries within the business, providing proactive advice and support to Senior Management on employee relations and overall HR matters.
- Support the development and digitalization of the HR function's Information System (HR function).

Recruitment and Staffing:

- Manage the end-to-end recruitment process, including developing and implementing sourcing strategies, creating job descriptions, posting vacancies, interviewing candidates, and onboarding new staff members.
- Collaborate with department heads to identify staffing needs and ensure timely hiring of qualified personnel.

Employee Relations and Conflict Resolution:

- Serve as the main point of contact for all HR-related queries, addressing staff concerns and managing employee relations.
- Facilitate conflict resolution and mediate disputes between staff members when necessary.
- Promote a positive work environment by fostering communication, teamwork, and respect among employees.
- Act as the first point of contact for resolving grievances filed by union members. This may involve investigating complaints, mediating disputes, and collaborating with union representatives.

Performance Management:

- Apply the current performance appraisal systems to monitor staff performance and provide feedback.
- Upgrade the performance appraisal system if needed based on the needs of the School
- Work closely with leadership to set performance goals and develop professional development opportunities for academic and non-academic staff.

Compliance and Policy Management:

- Ensure the school's HR policies comply with labor laws, child protection regulations, and relevant educational guidelines.
- Maintain up-to-date records of employee contracts, benefits, and performance evaluations in compliance with legal requirements.

Staff Retention and Engagement:

- Develop initiatives to improve employee engagement and job satisfaction, including staff recognition programs, team-building activities, and work-life balance policies.
- Monitor staff turnover rates and devise strategies to retain key talent.
- Facilitate regular staff surveys to gather feedback and implement changes to improve the work environment.

Compensation and Benefits Administration:

- Manage payroll, employee benefits, and compensation packages, ensuring they are competitive and compliant with industry standards.
- Oversee leave management, including maternity/paternity leave, annual leave, and sick leave policies.

HR Strategy and Planning:

- Contribute to the strategic planning process by aligning HR initiatives with the school's long-term goals.
- Forecast staffing needs and develop succession planning to ensure the school is equipped to meet future demands.

Training and Professional Development:

- Design and coordinate orientation programs for new hires and professional development programs for existing staff.
- Manage the Learning and Development practice including developing learning plans, organizing necessary learning activities and applying for HRDA subsidies. Moreover, collaborate with external training providers for further staff development programs.

HR Data and Reporting:

- Maintain accurate HR records, and prepare regular reports for senior management, highlighting key HR metrics such as recruitment status, turnover rates, and employee satisfaction.

Requirements

Qualifications

- Bachelor's Degree in Human Resources Management, Business Administration, Education Management, or a related field.
- Knowledge of Education Sector Regulations: Familiarity with local labor laws, child protection laws, safeguarding regulations, and educational policies is essential will be considered as an advantage

Expected Experience:

- Minimum of 5-7 years of experience in HR roles, ideally with at least 3-5 years in a managerial or leadership capacity.

- Experience working within educational institutions or similar environments (schools, universities, training institutes) as well as unionized environment, will be considered as an advantage.
- Strong organizational and multitasking skills to handle multiple HR processes and deadlines
- Strong communication skills (verbal and written),
- Ability to lead the HR department and work closely with relevant stakeholders
- High emotional intelligence (EQ) to manage relationships, resolve conflicts, and foster a positive work environment.
- Strong problem-solving skills to handle employee issues, policy development, and crisis management.
- Proficiency with HR software systems (e.g., HRIS, payroll software, applicant tracking systems).
- Very good knowledge of both Greek and English.

Benefits:

- Provident Fund (Upon completion of one year of employment).
- 25 Days of Annual leave
- Working hours 07:30-15:30, during July -August 08:00-14:00
- Half term (March & October)
- Attractive Remuneration package