



Job Description Form

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	HR Executive	Reference: March 2019
Function/Department	Human Resources	Location: AIS
Manager Title	Assistant HR Manager	
Position Type	Permanent	
Position Status	Full-time	

Position Objective

- The primary function of the Human Resources Department is to support the middle pillar of the Australian International School's strategic plan to invest in our people and be a great place to work.
- The position objective of the HR Executive is to act as the first point of contact for all end to end HR operational requirements for the School and ensure all HR services are executed in a timely and accurate manner and compliance with all administrative requirements of the HR function.
- The HR Executive will also act as a subject matter expert for a particular HR discipline to be determined by the HR needs of the school.

Responsibilities

- 1. Manage payroll and benefits administration:**
 - a. Manage the monthly payroll process and vendor
 - b. Manage the Mercer salary survey process
 - c. Assist the Director of Human Resources with annual salary and bonus review process
 - d. Administration of health insurance benefit for employees, including insurance card issuance, enrolments and terminations
 - e. Liaise with shipping agencies on the expatriation and repatriation shipment of personal effects for expatriate staff and with housing agents regarding housing matters
 - f. Organise insurance and other related briefings
- 2. Manage work pass administration process:**
 - a. Submit, renew and cancel work passes in a timely manner
 - b. Inform Ministry of Manpower of changes to staff particulars
 - c. Manage work pass issuance process
- 3. Manage employee data and records in a timely manner:**
 - a. Maintain employee records in the HR information systems and other databases
 - b. Maintain accurate and up to date personnel files for all staff creating files for new staff and archiving leaver files in accordance with all legal regulatory requirements
 - c. Update salary, allowance and all other staff changes impacting the monthly payroll
- 4. Provide HR support to staff:**
 - a. Respond to general HR queries in HR inbox
 - b. Generate HR letters
 - c. Participate in HR projects and other HR related tasks
- 5. Other duties:**
 - a. This job description is not designed to cover or contain a comprehensive listing of activities, duties or



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responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with who, s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all time. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third-party services.

Position Requirements

- Excellent stakeholder management skills
- Excellent attention to detail and accuracy
- Strong verbal and written communication skills
- High degree of confidentiality and discretion
- Strong customer service ethos

Qualifications

- Minimum of 3 years of experience in a HR generalist role with an operational focus
- HR Degree or Diploma from a recognised educational institution
- Hands on experience in managing payroll in a complex environment
- Experience with Ministry of Manpower work pass application process
- Intermediate Microsoft Excel skills
- Experience working with HR information systems

Contacts

- All AIS staff
- Finance Department
- Regional office HR staff
- External payroll vendor
- Health insurance broker
- Ministry of Manpower and other local government departments

Working Conditions

- Country role
- Individual contributor working as part of a HR team of four
- Fast paced work environment
- Prepared to work additional hours to meet demands of the job
- Office location within a school environment at Lorong Chuan

Terms of Employment

- Working Hours: 8:00 am – 5:00 pm, Monday to Friday
- Annual Leave: 21 working days per annum



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- Medical Benefits: Group medical insurance
- Sick Leave/Hospitalisation Leave: 60 days hospitalisation leave including 14 days sick leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background check: Required