**Role Profile: HR Generalist**

**Purpose**

The HR Generalist ensures a pro-active and technically strong HR Service, advises the School SLT and is responsible of legal compliance and the implementation of best practices. Together with Corporate and School Management, the HR Generalist develops the HR strategy and the talent development plan across the school enhancing high levels of satisfaction within the staff.

**Key Accountabilities**

**Management:**

* Ensure all staff members comply with the HR standards, even providing first line advice to Headteacher and Business Manager.
* Implement the management strategy defined by the Head of HR with the Business Manager and the Headteacher.
* Provide support to Business Manager in the analysis and actions required and generated via the Voice of the Employee survey.
* Keep up to date school policies according to the current Cognita Policies.

**Community:**

* Coordinate the required recruitment in collaboration with the Senior Leadership team.
* Coordinate and organise induction of new employees.
* Forge effective relationships and fluid communication with the staff members assist in the offboarding process, conducting exit interviews and handling necessary paperwork.
* Establish solid partnership agreements with institutions that can add value and sustainability.

**Benefits & Payroll Administration:**

* Support the benefits enrolment process and provide information to employees regarding benefit programs.
* Supervise the payroll calculation and payment process, ensuring accuracy and timeliness.
* Incidents and absence control.

**Employee Relations:**

* Maintain good Employee Relationships within the school via regular customer service relationship management, ensuring that Headteacher and Business Manager agreed that all issues of dispute are solved promptly and with a successful outcome, adding knowledge and understanding as part of the process.
* Provide hands-on support for Compromise Agreements and Employment Court.

**Training and Development:**

* Detect and implement training needs for all staff members in collaboration with the Head and the Business Manager.

Administrative Support:

* Assist in the preparation and monitoring of the Human Resources department's budget.
* Prepare periodic reports / briefings on HR metrics, such as staff turnover and job satisfaction.

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**Safeguarding Responsibilities**

* To comply with safeguarding policies, procedures, and code of conduct
* To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
* To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
* To engage in safeguarding training when required

**Person Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Skills** | * Capacity for analysis. * Negotiation and communication skills. * Ability to manage stress and pressure. * Flexibility. * Team development. * High commitment with the company’s objectives and values. * Customer Focus: Listening and satisfying customer needs. * Knowledge Management: Obtain and share relevant information. * Sound knowledge/ experience of generalist HR policy, procedures & best practice. * Able to demonstrate a coaching style approach. |  |
| **Qualifications** | * Relevant degree level qualification: Laboral Relations Degree, Psychology Degree, Law degree or similar (Spanish university diploma) |  |
| **Experience** | * At least 3 years of managing the HR department. |  |
| **Other** | * Languages: Spanish and English. |  |

**Key Stakeholders:**

**Internal –** Head office Management and employees. School Senior Leadership Team and employees

**External -** Solicitors and lawyers. Third party representatives. Trades Unions.

**Signed: ………………………………………….**

**Name (print): …………………………………..**

**Date: ……………………………………………..**