



3612 HUMAN RESOURCES MANAGER

Policy Type: Human Resources Manual

Applies to: Employees

Approved By: Head of Schools

Policy Reviewed: Every 2 Years

Adopted: 01 2021

Revisions: 09 2025

The Human Resources Manager reports to the Director of Finance & Human Resources and works collaboratively with the Head of School. This position is responsible for the full scope of HR functions in the school, including recruitment, onboarding, employee relations, policy administration, payroll, and benefits. The HR Manager ensures compliance with employment legislation and school policies while providing guidance and support to staff and leadership. This role contributes to workforce and succession planning, aligning HR strategies and practices with the school's operational and strategic goals to cultivate an inspired, engaged and valued faculty.

RESPONSIBILITIES AND DUTIES

Payroll and Benefits

- Administer the full cycle of payroll and employee benefits, ensuring accuracy, compliance, and timely processing.
- Maintain accurate employee leave, attendance, and compensation records.
- Prepare and reconcile payroll-related reports and documentation for internal and external stakeholders.
- Provide employees with information and support regarding compensation and benefits programs.
- Ensure compliance with all relevant payroll, statutory deductions, and employment legislation and reporting requirements.

Human Resources

- Oversee recruitment, selection, and onboarding processes to attract and retain qualified staff.
- Maintain employee records, contracts, and HR systems in accordance with legal and organizational standards.
- Support employee relations, including performance management, conflict resolution, engagement initiatives, and workplace investigations, engaging external resources when appropriate.
- Collaborate with leadership to develop and implement HR policies, practices, and strategies that support organizational goals.

- Monitor compliance with employment legislation, professional certification requirements, and school policies.
- Contribute to workforce planning and succession planning to support the long-term needs of the school.
- Participate in professional development to remain current with best practices in human resources and payroll.

Finance and Reporting

- Prepare payroll-related reconciliations, reports, and journal entries.
- Support the annual audit process and budget preparation by providing HR and payroll data as required.
- Maintain accurate and accessible financial and HR documentation for reporting to committees and regulatory bodies.

RELATED POLICIES:

1301 CONFLICTS, DISPUTES & APPEALS PROCESS

Reviewed: 09 2025