



Application Pack

Office and General Services (Human Resources Assistant)

Job Reference: HRASFT0323

Published: 28 March 2023



ST GEORGE'S
BRITISH INTERNATIONAL SCHOOL ROME

A Message from the Principal



It gives me great pleasure to introduce St George's - one of the leading and most academically successful British International Schools in Europe.

At St George's we are proud of our rich history of providing a world-class education to both expatriate and internationally-minded local families in one of the world's most iconic cities. Our community - uniquely in Rome - represents more than 90 different nationalities and this infuses our school with vibrancy, inclusivity, tolerance, respect and support.

Our highly-qualified team of teachers includes many leading educationalists and experts in their field who inspire the pupils to genuinely be the best they can be. As a leading school, we are committed to not only recruiting and retaining the very best teachers, but also to ensuring that we constantly develop and improve the education they provide for our pupils through a focus on training, coaching, research and innovation.

Our close links with the world's highest performing and most aspirational universities ensure Georgians are filled with ambition and have the highest possible expectations for their future. Whilst our (I)GCSE and IB results are among the best of any school of its type in the world, and are comparable with leading independent schools in the UK, we believe that a truly outstanding education is about so much more than just examination results. Our focus on the nine Cs ensures our pupils become highly successful individuals who are equipped to excel whatever the global economy of the future looks like, but who are also proud of who they are and their own unique combination of qualities, talents, passions and challenges.

Our rich programme of co-curricular activities allows pupils to develop a wide range of interests beyond the curriculum. Our sports facilities are without parallel in the city. Our performing arts and music productions are breathtaking in both their ambition and scope. The artwork that adorns the school would not look out of place in any professional gallery. And, perhaps unsurprisingly for a school with such close links to the city's diplomatic community, we have consistently excelled on the international stage in our Model United Nations endeavours.

Above all, however, we are proud of the young people we are helping to develop at St George's. Our pupils are welcoming, polite, compassionate, independent and entrepreneurial. They are also convinced that they have the capacity to make a difference in this world. Nowhere is this evidenced more clearly than in the excellent work that the pupils put into the school's orphanage in Zambia.

Thank you for your interest in joining our team.

Mr David Tongue BSc (Hons), PGCE, MSc
Principal, St George's British International School



Office and General Services (Human Resources Assistant)

St George's British International School is seeking an Office and General Services HR Assistant to provide key administrative support to the busy Human Resources Department. St George's British International School is home to 920 pupils from nearly 100 different countries and has a large, diverse staff body made up of teaching staff and administrative staff from both the United Kingdom and elsewhere. The role is available on a full-time basis at the St George's La Storta campus.

Duties and Responsibilities

- Providing support to all staff regarding HR matters
- Communicating with staff through various channels, including via email, telephone and in person
- Supporting the on-boarding process for new staff members, including staff relocating from outside of Italy
- Maintaining records of new staff on-boarding processes, actions taken with public offices, obtaining Italian documents (working visas, ID, resident status, tessera sanitaria and codice fiscal etc)
- Liaising with the HR Manager and team regarding the progress and efficiency of the on-boarding process
- Providing assistance with accommodations contract issues/administration and/or lease administration
- Acknowledging and resolving staff complaints and supporting staff with challenges relating to major utilities companies, Italian public offices and banks

Personal Skills

- The ability to maintain a positive, empathetic and professional attitude towards colleagues
- Flexible and adaptable to the varied demands of working in a world-class school environment
- Able to work independently and collaboratively as part of a team
- Able to work successfully under pressure, with excellent organisational skills
- Able to demonstrate a positive and proactive attitude towards participation in professional development and the school's induction and appraisal processes
- Able to present a professional image in line with the high expectations of St George's
- A talented communicator
- A confident and competent user of IT

Formal Qualifications / Experience

- A Bachelor's degree (or equivalent)
- Relevant previous experience in a Human Resources Team
- Relevant previous experience in a busy administrative office function
- Fluent in English and Italian

How to Apply

Closing date for applications **Monday 10 April 2023**

Start date **Immediate**

Job reference number **HRASFT0323**

Short listing will commence immediately after the closing date.

We reserve the right to appoint before the closing date.

Early application is strongly encouraged.

Please complete the Application for Employment form available at www.stgeorge.school.it/employment. Please submit your completed application via email to jobs@stgeorge.school.it, inserting the job reference in the title of the email.

Within the application form, please include a statement outlining your strengths and stating why you wish to be considered for the role. Please indicate your curriculum strengths and co-curricular interests. Please do not submit a CV or send certificates or testimonials at this stage. Shortlisted candidates will have references taken up prior to interview.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- Verification of identity, qualifications and professional status
- A safeguarding check

- Receipt of at least three satisfactory references (one of which should be from your current or most recent line manager)
- Verification of medical fitness (completion of a medical declaration)

Candidates must hold EU working status in order to be appointed to this role.

Equal Opportunities

St George's is an equal opportunities employer. Discrimination will not be made on the grounds of race, ethnicity, religion, age, nationality, marital status, sexual orientation or other basis.