



Application Pack

HR Assistant

(Fixed-Term Maternity Cover)

Job Reference: HRASSI0919

Published: 18 September 2019



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 80 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 extra-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**



HR Assistant

St George's British International School is seeking an experienced and qualified HR Assistant to assist the HR Office with payroll, to support the recruitment process, and the administration of personnel. The role is available on a full-time, fixed term basis (maternity cover). The role holder will report to the HR Manager.

Duties and Responsibilities

- Administration of personnel paperwork (vacation, staff attendance, overtime, illness benefits, lunch vouchers)
- Updating school database(s) and data entry of information for payroll/HRIS/statistics/new staff
- Supporting on-boarding, relocation, accommodation, and banking needs of staff
- Supporting recruitment according to the needs of all departments for staff shortages
- Supporting the general recruitment process and initial stages of selection
- Liaison with external employment agencies and consultants as needed
- Supporting the coordination of Health & Safety procedures (Medical check-ups) for staff
- An excellent knowledge of English
- Experience of working in a school setting is desirable, but not essential
- The proven ability to be discreet and respectful of the need for professional confidentiality at all times.

- Able to reflect and improve on their practice
- Highly organised and able to work well under pressure
- Enthusiasm for working with children and young adults and a sensitivity to their health needs

How to Apply

Closing date for applications	30 September 2019
Start date	5 November 5 2019
Job reference number	HRASSI0919

**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 do not submit a CV or send certificates or testimonials at this stage.

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 employer). Shortlisted candidates will have references taken up prior to interview.
- Verification of medical fitness (completion of a medical declaration)

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.