



# ISB HR MANAGER

## ISB Guiding Statements

### Vision

ISB develops students who are:

*'...compassionate and open-minded global citizens equipped with skills for lifelong learning that enable them to take action to create a just and sustainable world.'*

### Mission

We strive to foster academic excellence in a challenging, inclusive and supportive environment where students feel able to reach their potential while preparing for higher education and beyond.

### High Quality Learning

We believe high quality learning is empowering, impacting every students' development: a personal journey from individual starting points, providing opportunities for discovery and growth in a social and global context, leading to increasingly autonomous and independent learning.

Aligned with the accrediting bodies of the school, ISB has adopted the same code of ethics as CIS (Council of International Schools) for itself and for any employee or contracted member of the school.

All ISB members are expected to derive their conduct and professional practice from the principles of:

- fulfilling the promises stated in the guiding statements and the school's contract documents
- striving for excellence that positively impact students
- nurturing a culture of care in which the education, safety and well-being of the students and others are paramount
- complying with applicable laws and regulations
- respecting the dignity and ensuring equity for all stakeholders
- promoting global citizenship and international mindedness

Additionally, ISB expects of itself, as well as of all members of staff to adhere to the [IB Learner Profile](#) attributes, which encapsulates the essence of the features we strive to instill in our students and model as adults in order to meet the school's guiding statements.

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## JOB DESCRIPTION

**Report to and Evaluated by:** **Head of School**  
(With collaborative reporting line to the school's Business Manager)

### Overall Role Objective

To provide a supportive, caring, risk free, and equitable environment that ensures that ISB employees and contracted individuals are able to perform to the highest levels of professional standards in accordance with the school's expectations for high quality learning.

English	Italian
<p><b>Hard skills:</b>  Solid HR background  High mastery of Excel  Good understanding of payroll's underlying logic including labor cost ledger</p>	<p><b>Hard skills:</b>  Solido background nel settore delle risorse umane  Elevata padronanza di Excel  Ottima comprensione della logica sottostante del libro paga, incluse le scritture contabili del personale</p>
<p><b>Soft skills:</b>  Mastery of Italian and English (spoken and written)  Strong interpersonal communication skills  Principled with a high level of empathy  Flexible, collaborative, open minded  Self directed problem solver</p>	<p><b>Soft skills:</b>  Padronanza della lingua italiana e inglese  Forti capacità di comunicazione interpersonale  Coerente con alto livello di empatia  Flessibile, collaborativo, di mentalità aperta  Attitudine analitica e di problem solving</p>
<p><b>In details:</b></p> <ul style="list-style-type: none"> <li>● Check and apply the relevant CCNL</li> <li>● Maintains relationships with the Labor and Legal consultants</li> <li>● Administration of disciplinary cases in consultation with the Head of School and Legal consultant</li> <li>● Administration of the recruiting process and dismissal</li> <li>● Manages, draws up and monitors: <ul style="list-style-type: none"> <li>○ contracts (employment letters, extensions, transformations, part time, full time, etc.);</li> <li>○ Immigration and expat procedures (entry visas, Immigration office, ect...)</li> <li>○ supplementary pension funds</li> <li>○ Ticket Restaurant</li> <li>○ Law 68/99</li> <li>○ sleave, maternity, injuries, L. 104, ect;</li> <li>○ compensation and benefit according to the company policy.</li> <li>○ funded training</li> <li>○ the monthly payroll input file for outsourced provider</li> </ul> </li> <li>● Track, monitor and close monthly attendances</li> <li>● Check the payslips processed by the outsourced provider</li> <li>● Supports employees on HR issues (requests for documentation, for support on administrative issues, payslips clarifications, ect...)</li> <li>● Updates and maintains reporting relating to employee staff</li> <li>● Makes payments relating to staff (salaries and contributions, unions, supplementary pensions, etc.)</li> <li>● Supervises obligations relating to workplace</li> </ul>	<p><b>In dettaglio:</b></p> <ul style="list-style-type: none"> <li>● Controlla e applica il CCNL di riferimento</li> <li>● Cura i rapporti con i Consulenti e Legali del Lavoro</li> <li>● Gestisce il contenzioso disciplinare in consultazione col Dirigente Scolastico e il consulente legale</li> <li>● Gestisce l'amministrazione del processo di reclutamento e dimissioni</li> <li>● Gestisce, redige e monitora: <ul style="list-style-type: none"> <li>○ la contrattualistica (lettere assunzioni, proroghe, trasformazioni, part time, full time etc);</li> <li>○ le procedure di assunzione degli stranieri (visti di ingresso, sportello unico immigrazione) e degli impatriati</li> <li>○ i fondi di previdenza complementare</li> <li>○ i Ticket Restaurant</li> <li>○ il collocamento mirato</li> <li>○ malattie, maternità, infortuni, L. 104, ect</li> <li>○ incrementi salariali secondo la policy aziendale.</li> <li>○ la formazione finanziata</li> <li>○ il file input paghe mensile per provider esterno</li> </ul> </li> <li>● Rileva, controlla e chiude le presenze mensili</li> <li>● Effettua il controllo delle buste paga elaborate dal consulente di lavoro esterno</li> <li>● Supporta i dipendenti in merito a tematiche HR (richiesta di documentazione, supporto su questioni amministrative, spiegazioni cedolini paga etc...)</li> <li>● Aggiorna e mantiene la reportistica relativa all'organico dipendente</li> </ul>

<p>safety and mandatory health checks</p> <ul style="list-style-type: none"> <li>● Produces, implements, verifies and enters monthly HR ledger personnel accounting</li> <li>● Monthly/annual audits of personnel accounting</li> <li>● Calculates the HR budget and analyzes the forecast</li> <li>● Annual relation of the Staff Handbook in collaboration with the Head of School and Business Manager</li> <li>● Conduct the annual HR information meeting to staff</li> </ul>	<ul style="list-style-type: none"> <li>● Esegue i pagamenti relativi al personale (stipendi e contributi, sindacati, previdenza complementare etc)</li> <li>● Presidia gli adempimenti relativi alla sicurezza sul lavoro e gli accertamenti sanitari obbligatori</li> <li>● Produce, implementa, verifica e inserisce la contabilità mensile del personale</li> <li>● Audit mensili/annuali della contabilità del personale</li> <li>● Elabora il budget del personale e analizza il forecast</li> <li>● Relazione annuale dello Staff Handbook in collaborazione col Dirigente Scolastico e il Business Manager</li> <li>● Conduce la riunione informativa annuale sulle risorse umane per il personale</li> </ul>
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### **Safeguarding**

ISB follows safer recruitment procedures and candidates will be subject to associated background checks.

ISB employees are responsible for safeguarding and promoting the welfare of our learners. Our employees agree to abide by all child protection policies and procedures and agree to participate in all child protection/safeguarding checks and continuous training as mandated by the school as a condition of employment.