



## NIS JOB DESCRIPTION

### *Human Resources Coordinator*

#### **A: Overview**

Position:	Human Resources Coordinator
Grade:	B
Direct Supervision of:	None
Supervised by:	Director of Business & Operations
Oversight by:	Director of Business & Operations

#### **B: Expectations of all employees:**

All employees at Nagoya International School are expected to promote and model the values inherent in the school mission to inspire and empower our students to think creatively and critically, pursue lifelong learning, and contribute positively to the global community

#### **C: Expectations of this position:**

##### **1. Employment**

- a. Coordinate the renewal process;
  - i. checking for renewals,
  - ii. issuing letters of intents,
  - iii. confirming terms & conditions,
  - iv. issuing renewal contract & forwarding copy to DBO.
- b. Processing renewal visa and alien card applications including any extensions etc.
- c. Processing changes in contract or visa status
- d. Local recruitment for support & temporary staff
- e. New staff induction including mid-year starters, substitutes, temps etc
  - i. notify relevant staff i.e. for IT, keys, parking etc
  - ii. child protection training
  - iii. emergency procedures
  - iv. social programme

##### **2. Professional growth**

- a. Coordinate appraisal and professional growth processes
- b. Book approved PD workshops
  - i. Payments made in a timely and accurate manner
- c. Coordinate on-site training
  - i. Booking of workshop leaders
  - ii. Spaces are booked
  - iii. Catering

##### **3. Substitutes**

- a. Managing substitute teacher list
- b. Arranging non-urgent cover

#### 4. Housing

- a. Locate and secure suitable housing (including any required parking) for incoming staff, including contract negotiation and housing insurance
- b. Arranging and monitoring the new staff arrival routine for housing
- c. In liaison with Facilities Manager set up housing for foreign staff; purchase & installation of furniture and equipment as required,
- d. Inventory control and disposal of housing assets
- e. Maintaining housing for staff in case of need (liaising with landlord/realtor in the case of repairs/difficulties)

#### 5. Living support

- a. Informing staff regarding benefit status (e.g. days leave remaining, flight allowances, pensions)
- b. Support requests from newly hired staff about all aspects of living in Nagoya/NIS
- c. Assist staff in buying, renting and selling cars and signing up for gym membership
- d. Supporting driving test application process/license application for new staff
- e. Support staff departing Japan, including the early resignation process

#### 6. General

- a. Issue staff ID cards
- b. Maintain staff pigeon holes in staffroom
- c. Maintain staff photo board
- d. Maintain staff records & contact details through the database and staff files
- e. Coordinate staff attendance and annual work calendars

#### **D: Expectations of All Support Staff: Working with Others**

1. Accept a reasonable sharing of responsibilities for the tasks of other support staff, as requested or required, subject to need and/or at the request of.
2. Should the employee have any reason to request support in the completion of their duties, this should be formally requested by raising the matter first with their supervisor/direct report and, subject to approval, the DBO. In that case, both the specific tasks needing support, and an estimate of the time required should be submitted to the DBO who, with the support of the Head of School and other supervisors, will arrange for equitable distribution of workload accordingly
3. To contribute to the ethos of the school, in all areas of contact and responsibility, in relationships with staff and students by working collaboratively with others to achieve the agreed aims of the school.
4. Provide for efficient, service-oriented and timely support for colleagues with regard to the specific areas of responsibility listed in this job description, and any other reasonable areas of responsibility
5. Establish and maintain regular written and in-person communications with the organization's, decision-makers, stakeholders and end users for the advancement of positive working relations and school advancement
6. Attend meetings as needed and give voice and input at an appropriate time, into decisions

#### **Declaration**

*I have read and understood this job description*

---

Employee

---

Date