



Woodstock School

JOB DESCRIPTION

HR Generalist

ROLE: HR Generalist

REPORTING TO: The Director of Human Resources

PURPOSE OF THE JOB: The HR Generalist supports the full spectrum of HR functions, ensuring smooth execution of people processes, employee support, and compliance. The role also fosters staff well-being, engagement, and a positive work environment aligned with Woodstock School's values.

DUTIES AND RESPONSIBILITIES:

Collaborate with the team to:

- Develop and execute recruitment strategies to meet staffing needs
- Source candidates through various channels, including job portals, social media, and networking
- Screen resumes, conduct interviews, and coordinate selection processes
- Plan staff & employee orientation and onboarding processes in collaboration with the HR Team
- Coordinate logistics and manage the staff and employee orientation, onboarding processes, assigning & managing buddies, background verification process, and visa documentation for new staff joining Woodstock
- Planning the New Staff Orientation
- Develop and implement staff and employee engagement initiatives and programs like the Staff Banquet, Employee General Meet, Farewells, etc.
- Organise wellness activities and events
- Coordinating and planning for annual Employee Personnel Committee meetings
- Provide support to staff facing personal or work-related challenges, and act as a bridge between the management and the staff and employees
- Collaborate with managers to address employee concerns and promote a positive work environment
- Conduct surveys and assessments to gauge staff and employee satisfaction and engagement
- Coordinate onboarding for new staff and employees
- Prepare visa packet and documentation
- To gather data and support the team in preparing the Board reports
- To review HR policies as and when required
- To process vendor payments as required
- As with all job descriptions, the HR Generalist is expected to carry out related tasks which may be reasonably required by the Supervisor.
- Flexibility and openness to take up work in other HR-related areas (such as Recruitment, contract management, performance management, etc.) would be required.



Woodstock School

- Understand sensitivity and ensure the confidentiality of HR matters
- The staff member is expected, in professional ways, to model Woodstock School's [Desired Learning Outcomes](#), the philosophy of [Eliciting Greatness](#) and make decisions following our [Guiding Principles](#).
- The staff member will accept and support Woodstock School's inclusive [Religious Life Policy](#)
- To review and organize all related information on the HR drive to ensure that relevant information is updated and available to stakeholders

Requirements:

- Bachelor or higher degree in Human Resources with exceptional skills in utilizing Excel skills
- At least 8 - 10 years experience in the relevant field with a focus on employee engagement strategies

Desirable:

- A high degree of fluency and accuracy in written and spoken English
- Ability to work cooperatively and collaboratively with all levels of employees, management, and external consultants/vendors to maximize performance, creativity, problem-solving, and results
- Ability to act and operate independently with minimal daily direction to accomplish objectives.
- Ability to handle work pressure, especially during critical periods.

Preferred Skills:

- Commitment to operate under high ethical and moral standards.
- Strong follow through
- Ability to roll up their sleeves and be 'hands-on'
- Strong sense of responsibility and commitment
- Ability to identify areas of weaknesses in procedures
- Ability to work with a dynamic team

**** Staff refers to all staff, employees, consultants, student teachers, interns, volunteers etc.***