

HR Manager 50%

Job start: to be agreed

Location: Basel, Switzerland

Contract type: Part-time, 50%, preferably spread over four or five days, home office possibility

Contract term: Indefinite

ELA Basel - The Swiss British School of Basel is a vibrant and happy international primary school offering a nurturing family environment for children aged 3 months to 12 years. It is located in the heart of Basel, Switzerland, a cosmopolitan and growing city on the border with France and Germany and is now hosting approximately 350 children. Established in 1993, the school is celebrating its 30th Jubilee in 2023. ELA Basel is known and respected for offering the highest quality childcare and teaching, small class-sizes, a creative and dynamic curriculum based on the UK National Curriculum and a wide range of extra-curricular activities and wrap-around care.

The school is looking to appoint a suitably qualified **HR Manager**. The HR Manager oversees employee resourcing at ELA Basel. He/she provides a knowledgeable foundation for decisions related to organisational structure, pay scales and benefits.

The successful candidate will join our Management team of committed professionals and is reporting to the Director. Our HR support is collaborating with the HR Manager and has its own responsibilities and also flexibility to support the HR Manager when needed.

Main duties and responsibilities:

- Liaise with the Director, Head of Early Years and Primary Deputy to plan, advertise and recruit staff as needed, including Advertising jobs, Shortlisting and interviewing candidates, organising for police and reference checks, arranging for work permits if necessary, onboarding new employees in cooperation with the HR Support.
- Maintain confidential and complete electronic staff records including staff records of qualifications, awards and training, performance review processes.
- As part of the service mindset of the organisation, the HR manager is expected to be available to answer staff queries in relation to salaries, expenses, employer-funded insurance and leave requests. In addition, the HR Manager is also expected to annually review relevant sections in the staff handbook to ensure clarity and accuracy.
- The HR Manager is also expected to provide guidance and feedback to the Director, Head of Early Years and Primary Deputy around organisation structure, employee performance management, team building and conflict resolution.

- Responsibility of the employee life-cycle including administrative processes and professional guidance in recruitment, onboarding, employment contracts, child allowance requests, maternity and paternity leave and offboarding in cooperation with the HR Support.

Profile

We are looking for a reliable, trustworthy and solution-oriented person, who is open-minded, motivated and fits into our culture of service mindset. For a successful filling of this vacancy you bring in addition:

- Working experience in a similar role, preferable in an international company
- Higher education degree, i.e. HR-Fachfrau/mann, University degree or specialised diploma in social security insurances
- Strong organisational skills and sense for details
- Fluency in German and good English skills
- Comfortable with Google Workspace and IT environment

What we offer

We offer an open, collegial and familiar as well as international working environment with clear work structures and short decision-making processes as well as a competitive salary and workplaces in an attractive, central location in beautiful, listed buildings.

To apply for the position, please submit your complete application (completed [Application Form](#), CV, reference letters, certificates, recent passport style photograph) to: jobs@ela-basel.ch. For further questions please contact Vanessa Silberschneider.

Receipt of application will be acknowledged by the office. Interviews for suitable candidates will be organised as applications are received.

Find out more about ELA Basel at our website: www.ela-basel.ch

ELA Basel is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure Barring Service or local country equivalent checks.