



# Holy Spirit

## EPISCOPAL SCHOOL

<b>Position Title:</b>	Human Resources Generalist and Office Administrator
<b>Reports To:</b>	Head of School
<b>Position Purpose:</b>	The dual role will manage a variety of human resources and office administration responsibilities. With a staff of 85, tasks related to human resources include employee relations, managing benefits and leave, performance management, onboarding, policy implementation, facilitation of recruitment and employment, and compliance with policy and legal requirements. Office administration tasks include providing assistance and support to the Head of School by handling various administrative and secretarial duties, as well as managing the front desk coordinator and assisting with front office duties as needed. Must be able to maintain strict confidentiality on all matters.
<b>Work Hours:</b>	7:30 a.m. to 4:15 p.m.
<b>Work Calendar:</b>	12 months

### Overview

A private Episcopal school located in the Memorial area of Houston, Holy Spirit Episcopal School is recognized for its warm and welcoming community where students and families are known by name. Serving students from Early Childhood through Middle School, HSES staff members develop strong relationships with families and are invested in the mission of the school.

### Essential Functions

- Represents the mission, purpose, leadership and values of the school.
- Plans and prepares with thoughtful consideration.
- Commits to inclusion, respect of individuality and regard for dignity at all times.
- Promotes and contributes to a positive and collaborative atmosphere with colleagues, students and families.
- Upholds professional standards of personal presentation, punctuality, integrity, courtesy and discretion with students, colleagues and parents.
- Demonstrates growth mindset by actively participating in and applying personal and professional growth opportunities.
- Possesses proficiency in technology and willingness to further develop technological skills as applicable to position.

### Primary Tasks

- Manages calendar, appointments, incoming phone calls and correspondence, including memos, letters, reports and agendas in support of the Head of School.
- Collects information for preparation of highly confidential reports and correspondence, including the Head of School's Monthly Report for the Board of Directors.
- Prepares weekly email updates for faculty and staff.
- Organizes employee events and training.
- Understands school policies to assist with research, development and recommendation of HR-related policies and procedures.
- Works with Director of Advancement and Marketing to edit and produce Parent-Student Handbook and Employee Handbook.
- Processes paperwork and background checks for all employees including substitute personnel, coaches and volunteers.

- Oversees front desk coordinator and, when needed, performs front desk duties such as greeting visitors and callers, answering routine questions, and directing visitors and callers to appropriate classroom or staff member.
- Coordinates recruitment efforts such as preparing and distributing announcements, scheduling interviews and conducting reference checks.
- Guides new hires through onboarding by planning orientation and ensuring employee is prepared for work assignment (computer, key assignment, business cards, name tag, etc.).
- Assists with employee termination and exit protocols.
- Assists with employee benefits program including maintaining and distributing materials, collecting forms, addressing routine benefits questions and resolving benefits issues.
- Acts as PTO liaison and manages PTO tracking in school database.
- Upkeeps substitute records, substitute list and assists with securing substitutes when needed.
- Provides assistance with FMLA and Worker's Compensation claims.
- Helps to create and maintain Job Descriptions.
- Gathers performance evaluation documentation and assists with implementation.
- Serves as administrator of Safeguarding records.
- Updates staff information constantly and creates routine reports.
- Manages service records, training records and personnel records, according to policy and legal requirements.
- Maintains accident and injury report files.

### **Qualifications**

- At least three years of experience in office management or related position; preferably in a school setting.
- Bachelor's degree in Human Resources, Business, Management or related field.
- Strong interpersonal relations with excellent verbal and written communication skills.
- Detail-oriented to generate accurate paperwork and communications.
- Ability to display professionalism when under time pressure, to handle deadlines, to adapt to unexpected events with flexibility, to prioritize and multitask, and to manage frequent interruptions.
- Team-player with a positive attitude.
- Self-starter with excellent anticipation, problem-solving and follow-up skills.
- Independent thinker and resourceful with quality judgement.
- Proficient in Microsoft Office and Google Suite.
- Able to handle sensitive information and confidential matters in a trusted and responsible manner.