

Mahindra International School Job Description

Updated	September 2026
Job Title	HR Manager
Reports to	Director

SUMMARY

Mahindra International School recognizes and promotes the role of HR Manager within the structure of our school. The HR Manager is instrumental in delivering the HR strategy, policies and procedures in support of the Mission and Vision of the school, and our other guiding statements. The HR manager works to ensure that integrated, effective and robust processes serve the needs of our teaching and non-teaching staff members of the school. The HR Manager reports to the Director and collaborates with the Principals, Marketing, Finance and Facilities Team in all matters related to Human Resources.

Main Responsibilities:

- Design, development, implementation, and review of recruitment procedures for staff across the school, including the hiring of expatriate teachers and administrators.
- Contributing to new staff induction, training and retention, recruitment procedures (sponsorship, visas, work permits), and the smooth transition and on-going support for new staff.
- Create and maintain personnel files including contracts, job descriptions, police clearance documents and annual appraisal documentation.
- Maintain, update and organize school HR policies.
- Monitor personnel attendance and maintain leave records.
- Create systems and processes to promote the wellbeing and a sense of belonging for all employees.

Confidentiality: During the course of employment, the HR manager will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorized person or organization.

Recruitment, Employment Contracts & Transitions

- Post all job vacancies in a timely manner on the appropriate platforms.
- Pre-screen applicants and create short-listed candidates for review by the relevant department.
- Facilitate in-person and digital interview processes and appointments.
- Maintain records of candidates interviewed and shortlisted, as well as communication threads with candidates.

- Oversee the HR administration of new hires, contract renewals, leavers and other contractual changes.
- Issue new contracts to appointed personnel.
- Provide annual updates to salary levels and maintain HR files for all employees.
- Coordinate with the Facilities Team on the school-provided accommodation finding and preparing new staff accommodation, liaising with facilities team on all matters related to school accommodation.
- Coordinate with facilities and accounts team for arrangements, such as shipping, housing, hospitality, and reimbursement of expenses, for outbound and inbound staff.

HR Operations and Employee Relations

- Maintain the school's HR records and personnel files, ensuring that accurate employee records are held, and changes are made when required.
- Maintain track and support attendance records for all personnel including leaves and ensure that relevant payroll inputs are accurate and submitted within the required timelines.
- Oversee and coordinate the end-to-end monthly payroll process for all MIS employees, ensuring timely, accurate and confidential processing of salaries and related payments.
- Review and validate payroll inputs including new joiners, exits, salary revisions, increments, allowances, deductions, leave without pay, attendance adjustments, reimbursements and other employee-related changes before payroll processing.
- Coordinate with the payroll service provider and finance team to ensure that monthly payroll is processed accurately and within the agreed timelines, and review payroll reports before finalisation.
- Ensure appropriate calculation and processing of statutory deductions and employee benefits, including Provident Fund, Professional Tax, TDS and other applicable statutory requirements.
- Reconcile payroll reports with HR records, attendance/leave records and approved salary changes, and investigate and resolve any discrepancies identified.
- Coordinate with Finance on payroll-related payments, accounting entries and reconciliations, and provide payroll reports and employee cost information as required by the Director and Finance Team.
- Ensure timely communication and resolution of employee queries relating to salary, deductions, payroll adjustments, statutory deductions and other payroll matters.
- Oversee the annual home leave arrangements, allowances, and process for faculty and staff.
- Provide the school Director with regular and reliable reports, with analysis and recommended actions on people management issues such as pay, recruitment/turnover and staff absence.
- Coordinate and facilitate for annual renewal of staff member's Health Insurance, Accidental & Term Insurance and necessary additions/deletions during the year.
- Ensure that all HR records are held securely, the staff list and organisation chart are updated.
- Proactively identify, develop, and implement improvements to systems and procedures to enhance service efficiency.
- Develop and maintain initiatives to support staff welfare and positive staff morale.
- Actively promote DEIB values within the school.

Policies & Regulatory

- Design, development, implementation and review of the human resources policy documents and strategic plans, in conjunction with the school leadership team
- Ensure the school has up-to-date policies and procedures on all people management issues including the faculty handbooks and HR procedures
- Ensure that the school's recruitment strategies, policies and practices are efficient, effective and in line with the school's Child Protection policies and POCSO.
- Comply with all school policies and relevant legislation, with reference to Health and Safety, Equity, Diversity, Inclusion and data protection legislation.
- Ensures that an IC is in place every year according to POSH laws.

Other Duties

- Perform other duties as assigned by the Director.

How to Apply

Interested candidates are invited to submit the following:

- A cover letter (no more than two pages) addressing your suitability for the role
- A current CV / resume Names and contact details of two professional referees Applications should be sent to: hr@misp.org

We are an equal opportunity employer and welcome applications from candidates of all backgrounds. Only shortlisted candidates will be contacted.

Safeguarding Statement: *In accordance with the school's commitment to adhere to the International Task force on Child Protection and all other relevant guidance and legislation in respect of safeguarding children, the Office Manager will be required to demonstrate commitment to promoting and safeguarding the welfare of children and young people in the school.*