

GD GOENKA WORLD SCHOOL

JOB DESCRIPTION

“Shape young minds, while shaping your own career.”

1. JOB TITLE

HR Executive

2. DEPARTMENT / REPORTING TO

Department: Human Resources

Reports to: Principal

3. JOB LOCATION / POSITION TYPE

Location: Sohna–Gurugram Road

Position Type: Full Time

4. JOB PURPOSE / SUMMARY

The HR Executive will manage and coordinate day-to-day Human Resources functions at GD Goenka World School, reporting directly to the Principal. The role encompasses recruitment, onboarding, employee documentation, attendance and leave management, payroll coordination, statutory compliance and employee engagement. The HR Executive will work closely with academic, administrative and support departments to ensure that HR processes are completed accurately and on time, school policies are implemented effectively, and employee records and statutory documentation are maintained appropriately. The role requires integrity, confidentiality, attention to detail and a proactive approach to supporting the school's workforce.

5. ABOUT THE ORGANISATION

Organisation Culture: At GD Goenka World School, our culture is built on excellence, inclusivity, collaboration and continuous improvement. We strive to create an environment where every individual feels valued, respected and empowered to contribute meaningfully. Our approach encourages professional growth, accountability, ethical conduct and a strong sense of belonging.

Vision: To provide an enriching educational environment that nurtures intellectual curiosity, innovation, responsibility and lifelong learning.

Mission: To empower every student with confidence, compassion and curiosity to shape tomorrow.

Values:

- **Team-centric:** We believe in collaboration and shared success, fostering mutual support and teamwork.
- **Harmonious:** We value diverse perspectives and promote balance, respect and integrity.
- **Innovative:** We encourage creative thinking, continuous improvement and forward-looking solutions.
- **Versatile:** We adapt to evolving needs while remaining aligned with our core principles.
- **Empathy for Life:** We treat everyone with dignity, compassion and respect, fostering trust and inclusivity.

6. KEY RESPONSIBILITIES

A. Recruitment and Selection

- Coordinate recruitment activities, including publishing vacancies, screening applications, scheduling interviews and communicating with candidates.
- Liaise with Heads of Programmes (HoPs), Heads of Departments and other stakeholders to understand staffing requirements.
- Maintain an updated recruitment tracker and follow up on pending vacancies and hiring decisions.
- Coordinate reference checks and pre-employment documentation, as required by school policy.
- Track recruitment progress and provide timely updates to the Principal.

B. Onboarding and Induction

- Coordinate joining formalities, collection and verification of documents, and completion of employee records.
- Organise induction and orientation for new employees in coordination with the concerned departments.
- Ensure new employees are familiarised with school policies, safeguarding expectations and the code of conduct.
- Track completion of joining formalities, induction and probation requirements.

C. Employee Records and HR Documentation

- Maintain accurate and confidential physical and digital employee records.
- Prepare and update employee files, staff databases, appointment records and other HR documentation.
- Prepare appointment letters, employment-related letters, confirmation letters and other documents as authorised.
- Track probation periods, confirmations, contract renewals and employee documentation deadlines.
- Maintain updated records of staff strength, vacancies, transfers, resignations and exits.

D. Attendance, Leave and Payroll Coordination

- Maintain and monitor employee attendance and leave records in accordance with school policy.
- Verify attendance, leave, late arrivals, overtime or other payroll-related inputs, wherever applicable.
- Coordinate monthly payroll processing by compiling, checking and submitting accurate employee data within prescribed timelines.
- Liaise with the Accounts and Finance team to reconcile payroll inputs, deductions, reimbursements and other salary-related information.
- Maintain payroll records and support the resolution of employee queries relating to salary, attendance and leave.
- Ensure timely communication of employee changes affecting payroll, including new joiners, exits, increments and other authorised changes.

E. Statutory Compliance

- Coordinate statutory compliance relating to employment and payroll, as applicable to the school.
- Maintain and update records, registers, declarations and supporting documents required under applicable labour and employment laws.
- Coordinate the timely preparation and submission of statutory returns, contributions and other required documentation, including applicable PF, ESI, professional tax, TDS and other payroll-related compliances.
- Liaise with the Accounts and Finance team, external consultants and relevant authorities, wherever required.

- Track compliance deadlines, maintain evidence of submissions and payments, and follow up on pending requirements.
- Support statutory inspections, audits and internal compliance reviews, ensuring that records are accurate and readily accessible.
- Keep the Principal informed of upcoming deadlines, compliance gaps and matters requiring attention or approval.

F. Employee Engagement and Relations

- Assist in planning and coordinating employee engagement activities, staff events and recognition initiatives.
- Support the communication and implementation of HR policies, circulars and employee-related announcements.
- Maintain professional communication with employees and address routine HR queries.
- Document employee concerns and coordinate their resolution in consultation with the Principal.
- Support exit formalities, employee feedback and clearance processes.

G. HR Coordination and Reporting

- Coordinate with academic, administrative, operations and support teams on staffing and HR-related requirements.
- Prepare periodic reports on recruitment, staff strength, attendance, leave, payroll coordination, onboarding and compliance.
- Maintain trackers for vacancies, induction, probation, employee documentation and statutory deadlines.
- Provide timely and accurate HR updates to the Principal to support decision-making.
- Undertake other HR-related coordination and documentation tasks as assigned by the Principal.

7. QUALIFICATIONS / REQUIREMENTS

- Bachelor's degree in Human Resources, Business Administration, Commerce or a related field.
- A postgraduate qualification or diploma in Human Resource Management will be an advantage.
- Relevant experience in HR operations, recruitment, payroll coordination and statutory compliance, preferably in a school or educational institution.
- Working knowledge of applicable labour laws and statutory employment and payroll compliances.
- Familiarity with payroll processing, attendance and leave management, employee records and HR documentation.
- Proficiency in MS Office, particularly Excel, Word and email communication.
- Familiarity with HRMS and payroll software will be an advantage.
- Strong written and verbal communication skills.
- Ability to handle confidential information responsibly and professionally.

8. COMPETENCIES / SKILLS

- Strong organisational and administrative skills.
- Excellent attention to detail and accuracy in documentation and data management.
- Good understanding of recruitment, HR operations, payroll coordination and statutory compliance.
- Effective communication and interpersonal skills.
- Ability to manage multiple responsibilities and meet strict deadlines.
- Professionalism, discretion and integrity in handling confidential employee and payroll information.
- Strong coordination and problem-solving skills.
- Ability to work independently and collaborate effectively across departments.
- Proactive approach to identifying pending actions, compliance deadlines and operational requirements.

9. GENERAL REQUIREMENTS

- Adherence to all school policies, procedures, safeguarding requirements and the code of conduct is mandatory.
- The employee must maintain strict confidentiality regarding employee records, recruitment, payroll, salary details and other sensitive organisational information.
- All payroll and statutory submissions must be completed accurately and within prescribed timelines, subject to the required internal approvals.
- The responsibilities outlined in this job description may be amended in line with the evolving needs of the school.
- Any other duties reasonably associated with the role of HR Executive, or assigned by the Principal or Management, will form part of the role.

In addition to the above, responsibilities may include other tasks, assignments or duties allocated by the Principal, Administrator or Management, as required for the effective functioning of the school.