



HR Associate at iTeach Schools

Overview

iTeach Schools is a fast-growing network of transformational schools focused on providing a free, foundational, and excellent education to secondary students. Founded in 2015, we now operate eight schools from Grades VIII to X across Pune, in collaboration with Pune Municipal Corporation and one school in Delhi. ([Read about our 5 year Journey here!](#)).

Our students hail from Pune's most under-resourced households. The secondary grades are the last laps of intervention for our students, and probably the only real chance we have left to level the playing field between them and their high-income peers.

Currently, in our sixth year, we serve 1600 students and 900 student alumni through a strong team of nearly 170 staff members. In the academic year 2020-2021, we are looking for exceptional sector leaders to be associated with our schools, and eventually expand our school network!

Responsibilities

The HR Associate will work with the HR Manager, Recruitment, Operations and Finance teams to manage the HR functions and processes at iTeach Schools.

Managing HR functions:

- Management and updation of employee database.
- New staff induction and handling exit formalities.
- Implementation of probation period and notice period requirements and processes.
- Managing iTeach Internships.

Tracking and reporting:

- Attendance tracking.
- Maintaining Leave records.
- Monthly reports around attendance and leaves to team leaders.

Systematization

- Systematize school level data management of staff and students attendance and progress with the help of technology.
- Create SOPs for different processes which will be useful to new school leaders/school teams/school admins.

Event Coordination:



- Coordinate organization level events – meetings, trainings, surveys, staff retreats, selection process, school events consisting of iTeach Staff.

Problem Solving:

- Overseeing that iTeach HR policy is being followed across all schools.
- Managing HR issues if anything comes up.

Experience:

- Bachelor's Degree in any stream.
- Preferred: Minimum 3+ years of work experience in Human Resources and event/project management.

Competencies:

- Attention to detail.
- Strong work ethic and well organized work habits.
- Enthusiastic to research, learn and implement use of technology.
- Keen observer and quick learner with an exploratory mindset.
- Ability to work and build effective relationships with adults and stakeholders/vendors.
- Good written and oral communication skills.
- Comfort with handling large data.