



Queen
Elizabeth's
School

GURUGRAM, INDIA



CANDIDATE BRIEF FOR THE APPOINTMENT OF

People and Culture Manager



Welcome Message

Thank you for your interest in joining Queen Elizabeth's School, Gurugram. I am delighted you're exploring the possibility of becoming part of our extraordinary journey. At Queen Elizabeth's Global Schools, we are doing something truly special. We are building an ambitious and inclusive family of schools inspired by the values and heritage of our founding school Queen Elizabeth's School, Barnet—one of the UK's most academically distinguished institutions. But while our standards are world-class, our mission is deeply human: to nurture confident, able, and responsible young people, who are ready to shape the world with both intellect and integrity.

We are unapologetically aspirational for every child and every colleague. That means we expect the best, but we also give our best. As part of our team, you'll find yourself surrounded by high-performing, like-minded professionals who support, challenge, and inspire one another every day. You will be empowered to lead, to grow, and to make a genuine impact. We are proud of the diverse and inclusive communities we are cultivating across our schools, and safeguarding is central to all that we do. This is a place where every individual, regardless of background, is seen, heard, and valued.

If you believe in the power of education to transform lives, and if you are excited by the idea of helping shape something exceptional from the ground up, we warmly invite you to take the next step with us.



Caroline Pendleton-Nash
CEO, Queen Elizabeth's Global Schools



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The School

At Queen Elizabeth's School, Gurugram we proudly extend the distinguished legacy of Queen Elizabeth's School, Barnet—one of the United Kingdom's most celebrated academic institutions. Founded on centuries of tradition and intellectual rigour, our branch schools uphold an uncompromising commitment to academic excellence, character formation, and cultural enrichment.

Our vision is to cultivate dynamic, world-class learning environments where the next generation of confident, able, and responsible young people are shaped. We challenge our students to think independently, lead with purpose, and embrace a global perspective—all within a community that values tradition, discipline, and innovation.

By blending the timeless values of our founding school with the opportunities of a rapidly evolving world, we ignite curiosity, inspire ambition, and prepare our students to make meaningful contributions to society—as scholars, leaders, and changemakers.





The Opportunity

We are seeking an exceptional People and Culture Manager to provide expert guidance and operational support. This is a unique opportunity to contribute to the development of a world-class HR function within our prestigious international school.

The ideal candidate will be a proactive and knowledgeable HR professional with a strong understanding of employment law, best practice, and the international education sector. You will be responsible for delivering high-quality HR advice, supporting staff across multiple campuses, and ensuring compliance with local regulations while upholding our global standards.

As a key member of the HR team, you will play a vital role in supporting the employee lifecycle—from onboarding and policy implementation to employee relations and professional development—contributing to a culture of excellence and care across our school.

If you are passionate about cultivating thriving workplace cultures, leading with integrity, and enabling people to perform at their best within a fast-paced, high-performance environment, we would be delighted to hear from you.

The Role

Job Title: **People and Culture Manager**

Reporting to: **Group Head of People and Culture**

Recruitment and Onboarding

- Coordinate the end-to-end recruitment process for teaching and non-teaching staff, ensuring roles are advertised and filled promptly.
- Conduct initial screening of applicants and support managers with shortlisting and interview arrangements.
- Oversee onboarding processes, including preparing offer letters, employment contracts, and induction programs.
- Ensure all recruitment and onboarding activities comply with local labour laws, regulatory requirements, and school policies.

Employee Relations and Well-being

- Provide advice to staff and leadership on HR policies, procedures, and employment laws.
- Act as the first point of contact for employee concerns, resolving issues sensitively and in line with school policies.
- Support employee well-being initiatives, including mental health support, wellness programs, and staff events.
- Handle disciplinary, grievance, and performance-related matters professionally, providing guidance to managers.

Policy and Compliance

- Assist in developing, reviewing, and updating HR policies, procedures, and handbooks to reflect current regulations and best practices.
- Maintain accurate and secure employee records, ensuring compliance with GDPR and school data protection policies.
- Support audits and inspections related to HR and regulatory requirements.



Performance Management

- Support the implementation and management of the school's performance appraisal system.
- Advise line managers on best practices for setting goals, conducting reviews, and supporting professional growth.
- Monitor probationary periods, ensuring timely feedback and confirmation of appointments.

Learning and Development

- Assist in identifying training needs across the school and coordinating professional development programs for staff.
- Organise workshops, training sessions, and CPD opportunities in collaboration with school leadership.
- Maintain training records and ensure compliance with mandatory training requirements (e.g., safeguarding).

HR Operations and Administration

- Maintain accurate HR systems and databases, including staff records, attendance, and leave management.
- Prepare HR reports and data analysis for leadership and management decision-making.
- Support payroll processing by providing accurate information on employee attendance, leave, and benefits.
- Manage employee benefits, including health insurance, leave entitlements, and end-of-service settlements.

Stakeholder Collaboration

- Build strong relationships with internal stakeholders, including academic and administrative teams.
- Liaise with external providers, such as recruitment agencies, health insurance companies, and legal consultants.
- Act as an ambassador for the school's values, fostering a positive and inclusive workplace culture.

Local Hiring Compliance

- Execute localisation strategies in line with country-specific legal and cultural requirements.
- Monitor hiring targets and reporting frameworks to ensure compliance with national workforce quotas.
- Partner with local government entities and employment platforms to attract and onboard qualified national talent.
- Ensure all recruitment, onboarding, and promotion processes are inclusive, equitable, and aligned with local employment policies.
- Collaborate with school leadership to build a culturally responsive staff environment that respects and reflects national identity.



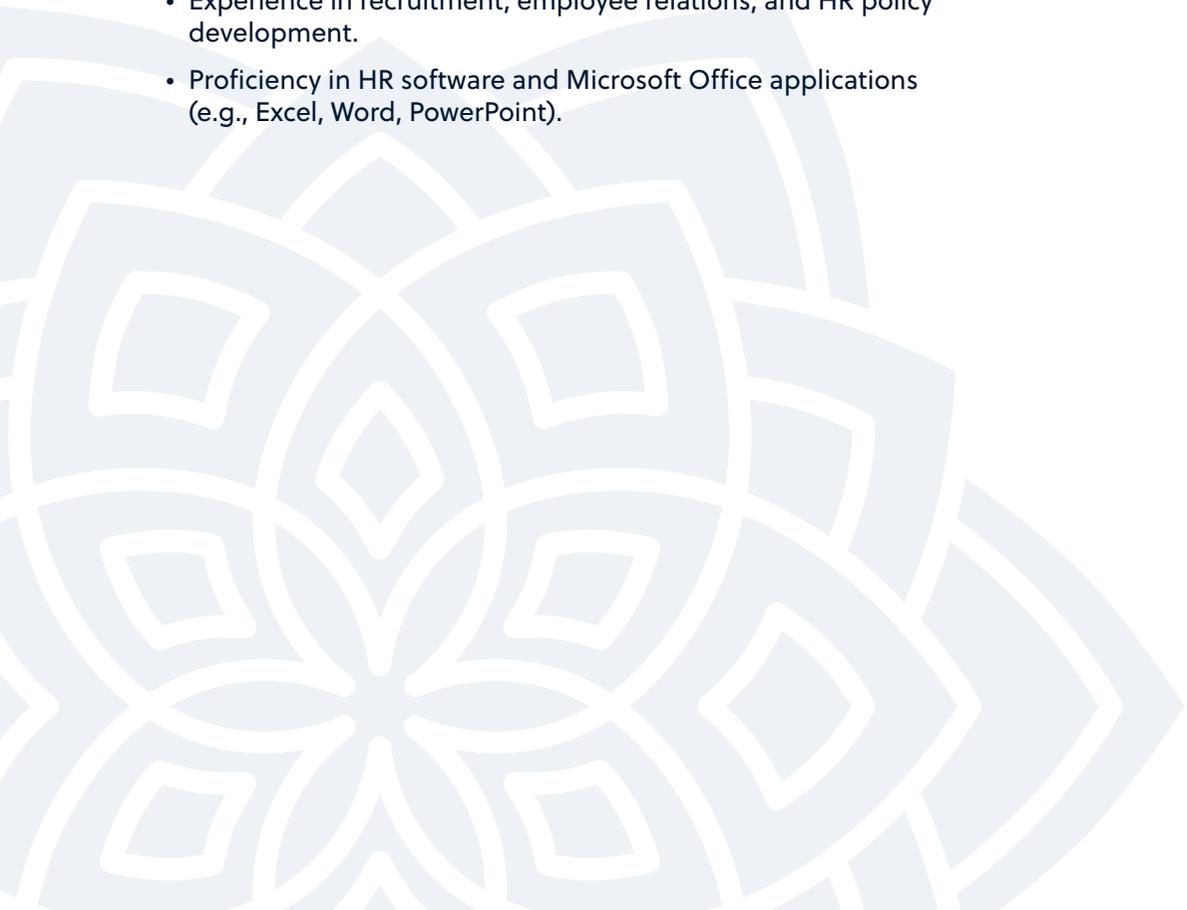
The Person

Qualifications and Experience

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Minimum of 3 years of HR management experience, preferably in an international or school setting.
- Strong knowledge of local labour laws, regulations, and HR compliance requirements.
- Experience in recruitment, employee relations, and HR policy development.
- Proficiency in HR software and Microsoft Office applications (e.g., Excel, Word, PowerPoint).

Personal Qualities

- An understanding of working in a multicultural environment and promoting inclusivity.
- Flexible and calm under pressure, with the ability to manage competing priorities.



The Package

We believe that outstanding staff deserve outstanding support. Our compensation and benefits package reflects our deep commitment to attracting and retaining exceptional colleagues who share our ambition and values. Subject to individual status, our package includes:

Salary We offer a generous, salary aligned to our internal salary scale, which is based on qualifications and experience. This scale is reviewed annually by the Governing Body to ensure it remains competitive with leading international school groups.

Medical Insurance Comprehensive medical insurance is provided for the employee and dependents (where applicable).

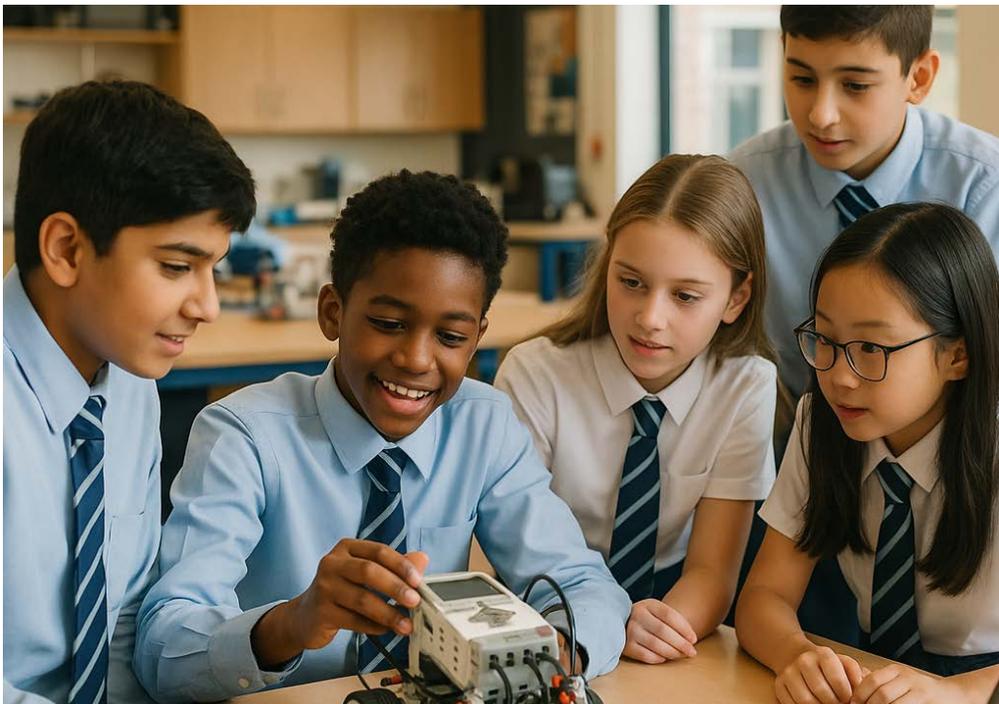
Gratuity End-of-service gratuity provided in accordance with local labour law.

Professional Development A dedicated Professional Development Fund is available to support continuous growth through courses, certifications, or attendance at leading educational conferences.

Discretionary End-of-Contract Bonus A discretionary bonus may be awarded upon completion of the contract, in recognition of performance and contribution to school life.

Wellbeing & Staff Culture A calendar of staff wellbeing and enrichment activities, focused on balance and connection. A supportive, inclusive environment where all colleagues are valued, inspired, and empowered.





The Process

Applications should be submitted electronically via the TES platform. Please ensure that all required documents are uploaded as part of your application.

The recruitment process will include a panel interview with members of the leadership team of Queen Elizabeth's School, Gurugram. Candidates will be asked to present their vision for driving People and Culture excellence in a competitive international market.

Queen Elizabeth's Global Schools are an equal opportunities employer and are deeply committed to safeguarding our students, ensuring their safety and wellbeing. We expect all staff and members of our community to share this commitment and to promptly report any concerns about a student's or community member's safety or wellbeing. Applicants must be willing to undergo rigorous child protection screening, including checks with past employers and providing Police Clearance Certificates from all countries that the applicant has resided in.



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*Some images within this document have been generated using Artificial Intelligence (AI).

*Opening and operations are subject to building completion and final approval from the Government of Haryana Education Department and Cambridge International Education.