

## HR Officer

“Passionate about people”



**The English Montessori School** is a private co-educational school catering to the educational needs of students of the Spanish and International communities in Madrid. Children from the age of three to eighteen years of age can access a complete and highly successful educational experience. Traditionally TEMS students rank among the best of the students in both Spanish and International schools in Madrid, in external examinations taken by those students. All graduates of the Senior School go on to higher education.

### THE ROLE

**TEMS** is currently looking for a HR Officer who will provide excellent proactive administrative and technical service to ensure basic processes are delivered and, together with HRBP, implement best practices and improve high levels of satisfaction of all staff, managers and third parties.

### THE PERSON

High communication in English and Spanish skills.

Excellent organisational abilities and time management skills, ability to meet deadlines, multi-task and prioritise workload.

Experience of all generalist HR tasks, laboral laws, procedures & best practice.

High commitment to the company's objectives and values.

Relevant degree level qualification: Laboral Relations Degree, Psychology Degree, Law degree or similar.

Experience: at least 3 years of HR administration experience.

Digital competences – competent use of common software especially Microsoft and Google Suite office software

If you are interested, please visit the [Work With Us](#) section of our website ([tems.es](https://tems.es)) and follow the instructions to complete and send us the application form to [recruitment@tems.es](mailto:recruitment@tems.es). Please refer to the job title in the subject line.

**Safeguarding:** Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

**Diversity:** Cognita's success depends on our people. With 77 schools in 10 countries and our employees representing over 30 nationalities, the scope of our difference is a source of pride. We believe this diversity positively promotes global citizenship and reflects the value of contribution irrespective of one's personal characteristics and/or background.

**Equal opportunities:** Cognita is committed to preserving and promoting equality of opportunity in all aspects of the conduct of its business. No member of staff or any applicant for employment with Cognita will be discriminated against, harassed or victimized because of their personal characteristics. Cognita expects all staff to comply with the letter and the spirit of its policy.