

Dresden International School (DIS) is a comprehensive school offering an all-day program. We offer an outstanding and continuous education from Preschool to Grade 12. The language of instruction and colloquial language is English. DIS aims to provide children and teens from throughout the world with an international education based on the International Baccalaureate program and philosophy. DIS sees it as its special task to promote understanding between different cultures and the individual talents of young people.

MISSION STATEMENT

At Dresden International School, we are a diverse community that empowers innovative and collaborative learning. As learners, we are prepared to be multifaceted, self-sufficient individuals who contribute to society.

DIS Values

Commitment * Open-minded * Compassion * Integrity

Dresden International School seeks a full-time or part-time

HR OFFICER

Job Description

Dresden International School seeks a qualified and motivated Human Resources Officer who supports our accounting/human resources department starting as soon as possible.

The Human Resources Officer is responsible for the efficient management of all relevant HR processes, policies and practices and works together with the Business Manager and the Payroll Officer.

Responsibilities:

The Human Resources Officer is responsible for administrative activities related to personnel (e.g., keeping a personnel database, personnel statistics) and leading, preparing, and supporting management activities as follows:

- Act as a trusted HR advisor, supporting leaders at all levels with strategic and operational guidance on people-related matters – while providing proactive, solution-oriented support that strengthens leadership quality and organizational culture of the school.
- Oversee all personnel records (administration of personnel files, personnel database, coordination of appointments, filing), support of all personnel-relevant data, and preparation of reports.

- Post and manage employment advertisements and facilitate the recruitment process for all vacancies.
- Preparation of employment contracts
- Organize the non-academic part of the onboarding and induction of new staff, including all residence and employment formalities.
- Manage employer-initiated recognition of degrees and regular reporting to authorities regarding degrees and positions.
- Supervision of personnel departures, preparation of job references, and review of departure formalities.
- Provide information to the school's Works Council on personnel measures.
- Act as the contact for all staff accidents at work.
- Strengthen individual and organizational growth by designing, facilitating, and coordinating development planning, ensuring alignment between leadership goals, employee needs, and institutional strategy.
- Organize and support staff appraisals, attending and taking minutes
- Other support tasks required for the effective running of the school's personnel management system.

General Job Requirements/Qualifications:

- A Bachelor's degree or higher in the fields of Human Resources or equivalent
- 3+ years of professional experience in a relevant position
- A desire to work in an international school environment
- Basic knowledge of German income tax law, social security law
- Knowledge of German labour law
- Training or certification in occupational health & safety is an advantage
- Proficient with MS Office
- Responsibility and confidentiality are required when dealing with personnel and payroll data.
- Ability to work independently, take on responsibility and work with initiative.
- Strong social and interpersonal skills
- Ability to work collaboratively in a team
- Professional working proficiency in English and German (C2 equivalent). Additional languages are an advantage.
- Provide or be prepared to provide a clean police clearance certificate.

What We Offer:

We are a diverse team, support each other, and are mindful of one another. We enjoy working together and love our jobs because we are inspired every day and grow together.

- An exciting role with a high degree of personal responsibility in a dedicated, competent team
- Work with colleagues from over 20 countries
- 30 days of vacation plus two additional free days (24. & 31.12.)
- Staff events
- Professional development opportunities
- Your own MacBook for the time working at DIS

The salary is determined based on qualifications and experience using the DIS salary scale, which will be disclosed early in the interview process.

How to apply:

In order to be considered, applications must contain the following and be submitted as a single PDF file (please name the position you are applying for in the header of your email):

- Letter of interest, outlining the strengths and attributes you bring to this position
- CV
- Copies of degree(s) and/or certificate(s)
- Job references

DIS is an open-minded and inclusive school that celebrates diversity. We welcome applicants from a diverse range of backgrounds to join our team.

Please submit your application to Ms. Kathleen Werling (careers@dresden-is.de) by October 19th, 2025. The school uses personal data only for the purpose intended.

DIS is committed to child safeguarding, and all incoming employees are subject to appropriate checks.

Data is kept confidential within the school administration and not shared with third parties beyond the school. This consent can be withdrawn at any time.

www.dresden-is.de

INSPIRE.

MOVE FORWARD.

GIVE BACK.