



# Human Resources Assistant

Harrow International School Hong Kong is the first international boarding and day school in Hong Kong. It is the third school in the Harrow family of schools in the Asia region and provides a British education from Early Years to Year 13 in custom-built facilities in a stunning location in Hong Kong. The School combines elements of educational philosophy, practice and traditions from Harrow School in London with the international mindedness of a diverse pupil body in Hong Kong. Having opened in September 2012, the School roll is currently around 1600 and the school achieves the best results in Hong Kong at A-level and GCSE. Since 2020, Harrow Hong Kong has featured as one of the top 150 Schools in the World, top 10 Schools in Asia and one of the leading schools in Hong Kong according to the Spear's and CARFAX Index. Harrow Hong Kong is, however, about much more than academic results and our pupils excel in music, drama, sport and art as well as service and charity work. Our pupils go on to some of the most prestigious universities across the world including Oxford, Cambridge, Imperial, LSE, UCL, Durham and Edinburgh in the UK; Harvard, Stanford, Yale, Princeton, UPenn, UC Berkeley and UCLA in the US; and HKU, CUHK and HKUST in Hong Kong, as well as Tsinghua and Peking in Mainland China.

<b>Job Title:</b>	<b>Human Resources Assistant</b>
<b>Job Purpose:</b>	To provide general administrative support to the Human Resources Department.
<b>Start Date:</b>	As soon as possible
<b>Tenure:</b>	Full time, permanent
<b>Reporting Line:</b>	Talent Acquisition Manager

**This is an exciting opportunity to join the HR team at Harrow International School Hong Kong. Working primarily on Talent Acquisition, the successful candidate will be involved in all aspects of the candidate journey and subsequent onboarding processes. Whilst previous HR or TA experience is desirable, full training would be provided for candidates with an interest in working in Human Resources and with a positive, customer focused approach.**

## Job Description

Education is ever-changing and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed regularly and may be varied in light of the business needs of the school.

### General Administration:

- Dealing with any enquiries and directing staff to relevant parties
- Providing clerical support of HR administration including filing, data entry into the relevant HRIS and updating spreadsheets and organisation charts
- Coordinating probationary processes and issuing necessary correspondence
- Producing letters as required, including proof of address and proof of employment
- Responding to external reference requests for employees

- Arranging staff well-being items, for example, arranging flowers, gifts, packaging, etc
- Updating the wellbeing portal
- Managing administrative tasks related to visa applications
- Ensuring all relevant staff lists are kept updated at all times

**Recruitment and onboarding:**

- Assisting in all stages of the recruitment processes as required including but not limited to posting job advertisements, scheduling interviews, preparing interview materials, booking meeting rooms, arranging logistics of interview days and taking school tours
- Assisting in arranging on-boarding materials, logistics and induction for new staff and accompanying expatriates for HKID, bank account opening, SCRC and other external formalities as required, etc

**Compensation and Benefits:**

- Ensuring all absences are captured and reported appropriately. Monitoring absences and producing regular reports for Director of Human Resources, and as employees hit relevant KPI 'trigger points'
- Support with testing in relation to HRIS and other system implementation

**Other responsibilities:**

- Implementing safeguarding procedures at the School
- Undertaking duties as the Head of School or a designated representative may reasonably request.

Harrow Hong Kong is fundamentally committed to safeguarding the children in our care and their welfare is our top priority.

All adults in the School community are expected to follow its Child Protection procedures and are required to undertake safeguarding checks.

Harrow Hong Kong reserves the right to recruit at any stage during the selection process.

## **Person Specification**

**The successful candidate will be likely to fit the following profile:**

**Qualifications:**

- Higher diploma or above

**Skills:**

- Excellent communication skills in English and Cantonese; knowledge of Mandarin is highly preferred
- Excellent organisational, administrative and IT skills
- Good interpersonal skills with positive and courteous manner
- Proven problem solving skills and ability to multi-task

**Experience:**

- Previous experience of working in a HR environment advantageous

**Knowledge:**

- Computer literate
- Understanding of HR processes and principles

**Personal Qualities:**

- High levels of personal and professional integrity
- Ability to exercise discretion and confidentiality
- Ability to work as part of a team and independently
- Organised and strong attention to details
- Customer-oriented and a professional approach to internal and external stakeholders at all times
- Personal warmth to gain the confidence of pupils, staff and parents

**Attitudes:**

- Self-motivated, with good sense of responsibility
- Proactive and a positive 'can do' approach in all aspects of the role
- Collaborative approach to team working, both internally and with external vendors
- Flexible, diligent, positive and enthusiastic
- Eagerness and willingness to learn and develop new skills, as required by the role
- High levels of personal presentation, integrity and communication skill

**All applicants should have in place the right to work in Hong Kong**