



JOB DESCRIPTION

1. Job Information

Job Title:	Human Resources Assistant
Responsible for and Work Location(s):	Harrow International School Hong Kong
Department:	Human Resources
Section:	-
Grade:	-
Start Date	As soon as possible
Reporting to:	Talent Acquisition Manager
Dotted Line to:	-
Line Managing:	-
Relationships	1. School community including academic and non-academic staff 2. AISL Harrow Group 3. Parents and Pupils 4. The wider community in Hong Kong and South East Asia 5. Vendors (including trip providers, external speakers, service providers etc.)

2. Job Purpose

To provide general administrative support to the Human Resources Department.

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.

3. Responsibilities and Competencies

Responsibilities

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.

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.

4. Required Qualifications and Experience

Education	• Higher diploma or above in Human Resources or a related discipline
Qualifications	• Prior training in safeguarding or child protection is desirable • Already have in place the right to work in Hong Kong
Knowledge	• Understanding of HR processes and principles • Proficiency in Microsoft Office applications (Excel, Outlook, Teams, PowerPoint) • Excellent written and spoken communication skills in English
Experience	• Previous experience of working in a HR environment advantageous • Beginners will be considered, should they have the skills, personal qualities and attitudes required for the role
Personal Qualities	• High levels of personal and professional integrity • Ability to exercise discretion and confidentiality • Personal warmth to gain the confidence of pupils, staff and parents • Positive rapport with pupils • High standards of personal presence and presentation and attention to detail • High levels of personal presentation, integrity and communication skills
Attitudes	• A team player and a reflective and flexible approach • Organised, energetic, positive and able to self-direct • Positive, enthusiastic and energetic approach to life • Ability to think creatively and imaginatively • Committed to the Harrow Hong Kong's ethos • High expectations for pupil attainment, personal development and conduct

	• Committed to professional development and show a willingness to undertake appropriate training as required • A positive 'can do' approach in all aspects of the role
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