



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 1500 and the school achieves the best results in Hong Kong at A-level and GCSE. We were delighted to have featured as one of the top 100 Schools in the World, top 10 Schools in Asia and one of the leading schools in Hong Kong according to the 2020 Spear's 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 and our pupils go on to some of the top universities across the world.

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

Job Description

General Administration:

- Acting as the first contact in the HR Office for 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 chart
- Issuing letters such as address proof and employment proof to staff upon request
- Responding to external reference requests for employees
- Arranging staff well-being items, for example, arranging flowers, gifts, packaging, etc
- Checking and providing staff list for the school website and other internal uses regularly to make sure the staff information is correct
- Collecting and distributing letters amongst the HR Department and relevant staff, as appropriate

Recruitment and onboarding:

- Assisting in the recruitment processes, including but not limited to posting job advertisement, 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:

- Updating leave record, following up forms and supporting documents and raising matters to HR Officer in line with leave policies
- MPF & medical insurance administration
- Following up with rental receipts for the Rental Reimbursement Scheme
- Generating various reports

Other responsibilities:

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

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 by the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually.

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:

- Fresh graduates are welcome

Knowledge:

- Computer literate

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