



HARROW
INTERNATIONAL
SCHOOL
HONG KONG

Talent Acquisition Manager (One year contract)

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. We were delighted to have featured as one of the top Schools in the World, top 10 Schools in Asia and one of the leading schools in Hong Kong according to the Spear's Index and CARFAX Index since 2020. 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 College London, Durham University, University of Exeter, The University of Edinburgh, Harvard, Stanford, Yale, Princeton University, UPenn, UC Berkeley, The University of Hong Kong and Tsinghua University.

Job Title:	Talent Acquisition Manager
Job Purpose:	Leading the recruitment & selection and on-boarding function in HR Department
Start Date:	November 2024 – November 2025
Tenure:	One year contract
Reporting Line:	Director of Human Resources

Job Description

Specific aims and key responsibilities are:

- Managing the full cycle of recruitment including but not limited to preparing job descriptions, posting job advertisements, selecting candidates, arranging interviews, preparing interview materials, interviewing candidates, preparing salary benchmark, preparing employment offers and conducting necessary pre-employment checks
- Assisting DoHR with recruitment branding and marketing in order to enhance talent engagement and retention
- Collaborating closely with SLT and the interview panel throughout the recruitment process to ensure hiring needs and goals are met
- Collaborating and communicating with appropriate staff throughout the onboarding process to ensure new staff have a positive onboarding experience and supporting induction where required
- Leading the on-boarding process including but not limited to materials, logistics and inductions for new staff
- Overseeing all safeguarding compliance for staff and their dependants who live onsite and responsibility for ensuring the Single Central Record is up-to-date
- Acting as the primary contact for new staff and providing first line and professional HR advice
- Leading on the probation review process of staff, referring any concerns to the Director of HR
- Preparing staffing updates for weekly staff briefing, term letters and governor's reports and providing recruitment statistics on a monthly and an ad-hoc basis

- Providing recruitment statistics on a regular and an ad-hoc basis to the AISL group
- Ensuring job descriptions, org chart, relevant HR policies are up to date on the Staff Handbook
- Enhancing Educational Support Staff recruitment flow and developing Educational Support Staff recruitment portal
- Working with the Director of Human Resources, reviewing the recruitment policy and procedures to ensure it compliance with up to date safeguarding and best practice and enhance the effectiveness and efficiency of hiring workflow
- Conducting interviews with newly joined staff and reviewing results of the Onboarding and Induction Survey to ensure they are satisfied with their job and to identify if there is anything that the school can support
- Charing the ESS Conditions of Service Committee and making recommendations to the Director of HR and the Head with a view to supporting staff wellbeing and development
- Implementing safeguarding procedures at the School

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:

- High proficiency in both written and spoken English
- Excellent organisational, administrative and IT skills
- Proven problem solving skills and ability to multi-task
- Strong communication and interpersonal skills with a customer-oriented mindset

Experience:

- Minimum 5 years' relevant working experience in recruitment field
- Experience working in a multi-cultural environment would be an advantage

Knowledge:

- Good knowledge of HR practices, employment ordinance and other HR related legislations

Personal Qualities:

- Confidence to deal with expatriates and different levels of members of staff
- High levels of personal and professional integrity
- Ability to exercise discretion and confidentiality
- Ability to work as part of a team and independently
- Able to work under pressure
- 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