



HARROW
BEIJING

Leadership for a better world

JOB DESCRIPTION (NON ACADEMIC)

I. Job Information

Job Title:	HR Assistant
Job Grade:	G3
Department:	HR
Line Manager's Job Title:	Head of HR
Duration:	Initial appointment: 1 year

II. Job Specification

Main purpose of job:

The jobholder will be mainly responsible for supporting an efficient and compliant recruitment for both teaching and non-teaching staff. The job holder also supports the C&B function to manage the benefits items when necessary. It also supports the visa application for expatriate teachers in busy seasons.

Provide key results to be achieved by this position and a breakdown of the main duties and responsibilities, as well as the percentage of time they occupy:

Key areas of accountabilities	Main duties & responsibilities to support achieving accountabilities	% of time
1. Recruitment and induction	<ul style="list-style-type: none">- Support the HR Officer in charge of recruitment to manage the recruitment inbox/portal for all vacancies – responding to all speculative applications and agencies as appropriate and passing CV's on for further consideration.- Liaise with agencies and organise the advertising of roles internally and externally as appropriate.- Support interview arrangement including but not limited to invitation to candidates, interview logistics arrangement and relevant paperwork preparation.- Support the HR team to arrange the relocation related HR issues for all off-shore recruited staff. i. e. information collection, travel plan and induction arrangement.	40%
2. General HR administration	<ul style="list-style-type: none">- Support the benefit administration i.e. the medical insurance and IIT related.- Filing service- Support the data entry into various information system as required by local bureaus.	20%



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3. Relocation service	<ul style="list-style-type: none"> - Support the Visa Officers to collect the personal information from all expatriate teachers. - Deliver relevant documents to the Foreign Expert Bureaus and Exit and Entry Administration Bureau in a safe and effective way. - Support the bank opening, bank transfer, medical insurance registration and other relocation related HR service. 	30%
4. Other	<ul style="list-style-type: none"> - Cover for the team member as required. - Provide other support assigned by line manager. 	10%
Resources managed	Line management: nil	
	Financial resources managed: nil	
Key working Relations and network	Internal:	External:
	<ul style="list-style-type: none"> - All employees 	<ul style="list-style-type: none"> - Recruitment agents - Education bureau
Key performance indicators for this position (KPIs):		
<ul style="list-style-type: none"> - Up-to-date functional knowledge of employment practices. - Hiring manager satisfaction rate with recruiting process. - Understanding the importance of maintaining confidentiality related to employment decisions, department activities and legal matters in which the HR department is involved. - Technology proficiency of relevant HR systems. - Positive feedback from internal customers. 		

III. Person specifications

1. Core Values to be demonstrated by the job holder:

Harrow Key Value	Underpinning statements
Leadership for a better world	Contributing Positively to Community
	Applying Knowledge with Compassion
	Solving Problems Collaboratively
	Solving Problems through Communication
	Making Just Choices
	Facing Challenges with Determination

2. Specific specialised knowledge, professional skills, qualifications or experience required for this job:

<u>Minimum Academic Degree required</u>
<ul style="list-style-type: none"> - Qualified to degree level in a relevant subject.



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Professional skill and knowledge required

- Work effectively with a diverse range of people
- Excellent inter-personal skills and a good understanding of human relationships.
- Good learning spirit.
- Ability to work with confidential information.

Experience

- Relevant HR or admin support experience of 1 year and above
- Experience of working in a school environment is desirable but not mandatory.
- Experience of handling expatriate staff's visa application is desirable but not mandatory.

Language

	Confidence	Intermediate	Operational	Extensive
Chinese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3. Other job-related or local special factors not mentioned above:

3.1 Non – criminal record issued by police authorities must be provided by the selected candidate.

3.2 Additional hours will also be required in evenings on occasions, to assist with Social Events, Performances and Headmaster's Receptions etc.

3.3 Harrow Beijing is committed to safeguarding and promoting the welfare of children and young people and expects all staff and those connected to the school to share this commitment.

3.4 Travel frequency

- No travel required** **Occasional travel required** **Frequent travel required**