



Staff Recruitment Form

Responsible person(s): Director of Finance & Operations

RECRUITMENT SUMMARY

Job Title	HR Officer
Department	Human Resources
Line Manager	Head of Human Resources
Start Date	May 2021
Position Type	New
Staff Type	Local
Salary Range	RMB 70,000 - 100,000 per annum dependent on experience

OVERVIEW

LEH International School Foshan is open to students aged between 10 and 18. Its parent school, Lady Eleanor Holles School in Hampton, London was established in 1710 and consistently achieve outstanding academic results. In 2020, 96% of the students achieved grades A*-B at A Level and 95% grades A*-A (levels 9-7) at GCSE. Over 10% of the students attained a place at either Cambridge or Oxford University.

LEH International School Foshan will follow the footsteps of its parent school in providing a holistic British education to young people with a particular focus on their pastoral care. The students also have the option of weekly or termly boarding to take advantage of the School's extensive facilities.

This is an exciting time for a highly motivated professional who is process driven and with an excellent eye-for-detail to join the LEH Foshan operations team. The post-holder will have opportunities to learn and make a significant contribution to the future success of the School.

THE POST

I. Background

The HR Officer will assist the Head of Human Resources in a wide range of HR tasks covering both local and expatriate staff, teachers and support staff. A friendly and helpful approach is essential as the HR Officer will be dealing with a range of regulatory and employment process issues, and will need to interface with local Government offices and banks etc as well as with expat and local staff. He/she must be polite and calm even when faced with challenges.

II. Job Responsibilities

Human Resources Process

- Assist the Head of HR with the recruitment of local staff and onboarding processes for local and expat staff;
- Assist with the administration of all accommodation, health policies, campus and network access for new and existing staff;
- Assist with the preparation of residence and work permit applications and renewals and temporary residence registration;
- Arrange arrival procedures for expat staff including bodycheck, police and tax registration and assist and accompany them to off-site appointments to set up bank accounts, arrange local SIM cards and set up WeChat etc;
- Monitor relocation expenses in line with policy;
- Assist with organising the induction process and programme;
- Assist with arranging internal training for staff including the use of the online safeguarding training portal;
- Assist with updating and monitoring the HR calendar and support the Head of HR in tracking and sending reminders as appropriate to staff and Head of Departments to ensure that all HR items are completed on time including expat permit renewals, professional reviews etc;
- Assist the Head of Human Resources to prepare employment and other HR related contracts;
- Collect, file and upload relevant certificates and records in the paper and electronic personnel files
- Update the data in the School's HR database, Kingdee, on a timely basis to ensure the staff records are up-to-date and complete, following up on any missing data as necessary;
- Assist the Head of Human Resources with the recording of staff absences such as sickness absence, annual leave and compassionate leave; and
- Assist the Head of Human Resources with updating School policies and the Staff Handbook when requested.

General

- Keep the Head of Human Resources informed of any HR related matters on a regular and timely basis;
- Attend HR Team meetings and general staff meetings as required;
- Participate in the School's personal performance management review process; and
- Perform any other tasks which commensurate with the role as reasonably requested by the Head Master, the Director of Finance and Operations, the Senior Business Manager and the Head of Human Resources.



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III. Requirements

LEH International School, Foshan is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS), International Child Protection Certificate (ICPC) or equivalent.

Essential:

- Bachelor's degree;
- Fluent in Mandarin with working language proficiency in both written and spoken English;
- Capable of quickly interpreting numerical and written information;
- Excellent analytical skills, great eye-for-detail;
- Good level of computer literacy, especially in the use of Microsoft applications such as Outlook, Excel, and Word as well as databases;
- Excellent communication and interpersonal skills;
- Ability to deal with confidential and sensitive information with tact and discretion;
- A team player who can also work independently;
- Willingness to help others; and
- Commitment to personal professional development.

Preferred:

- Has worked or is working in an international company or an education environment;
- Experience in finding out about, obtaining and reading relevant and policies/regulations.

Please send your CV to the School's Head of Human Resources, Ms Vivian Lin at vivian.lin@leh-foshan.cn if you are interested in this post.