



RECRUITMENT SUMMARY

Job Title	HR Officer
Department	Human Resources
Line Manager	Head of Human Resources

OVERVIEW

Lady Eleanor Holles International School has been founded to provide students in Foshan and the rest of Guangdong province with the opportunity to experience a British curriculum, learning style and environment, combining high academic standards with a wide range of extra-curricular activities. The school will be a dynamic, inspirational, and joyful learning community where boys and girls enjoy working in a creative and collaborative environment.

State of the art classroom and extra-curricular facilities, combined with carefully designed boarding facilities, will attract students from Foshan, Guangdong Province and Southern China. When full, Lady Eleanor Holles International School Foshan (LEHF) will educate 800 students from age 6 to 18.

The school, which opened in 2021, is a joint venture with Trumptech, a leading provider of education services in China including Hong Kong, and Lady Eleanor Holles School, one of England's oldest and most successful girls' schools.

Following the tradition of our sister school in the UK, LEHF is a place of opportunity, challenge, and friendship; a place for students and staff to take risks and become bold; a place to discover passions and talents; a place that nurtures remarkable people. Our goal is that LEHF students become expert learners, unafraid to tackle new and challenging ideas, prepared to take risks, and able to learn from failure.

We encourage our students to:

- be exactly who they are, whatever their current interests or future aspirations.
- benefit from the warmth, respect, and support of the entire School community as they stretch themselves to become their best, most confident selves, as students, and as citizens of the world.
- have the freedom to experiment, express opinions, explore and take on new challenges.
- be supported by strong role models and inspired by their peers.

find confidence and strength and, acquire and build the skills they need to succeed throughout their lives.



Staff Recruitment Form

Responsible person(s): **Head of Human Resources**

Staff

We are seeking to recruit the finest teachers and staff, providing them with the resources to nurture outstanding students and exemplify the pioneering spirit and traditions of Lady Eleanor Holles 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 and HR supervisor with the local staff and 3rd party staff onboarding processes for local staff;
- Monitor attendance of 3rd party staff and liaison with finance for payment to 3rd party for related staff cost calculation;
- Assist with the administration of all accommodation, health policies, campus and network access for new and existing staff;
- Assist with the preparation of expat residence and work permit applications and renewals and temporary residence registration;
- Assist and accompany expat to off-site appointments to set up bank accounts, arrange local SIM cards and set up WeChat etc;
- Assist with organising the induction process and programme;
- 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;
- Collect, file and upload relevant certificates and records in the paper and electronic personnel files;
- Update the data in the School's HR database 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



Staff Recruitment Form

Responsible person(s): **Head of Human Resources**

- 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 Headteacher, the Director of Finance and Operations and the Head of Human Resources.

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;
- Good communication and interpersonal skills;
- Ability to deal with confidential and sensitive information with tact and discretion;
- 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 HR relevant and policies/regulations.

Please send your CV to the School HR at hr@leh-foshan.cn if you are interested in this post.