



Human Resource Assistant



Human Resource Assistant

This is an exciting opportunity for a talented and hard-working individual with a desire to work in an environment that strives for excellence in all it does.

The human resource assistant renders a wide range of support activities in the department, from coordinating interviews/ meetings to maintaining employee database to posting job ads.

Job Description

Position: Human Resource Assistant

Reporting to: Human Resource Manager

Department: Human Resource

Position Type: Full-Time

Role Overview: The role involves acting as the liaison between Human Resource and employees, ensuring smooth communication and prompt resolution of requests and questions and assisting in creating policies, processes and documents.

Charterhouse Lagos is committed to safeguarding and promoting the welfare of all our students and expects all applicants to share this commitment. We follow safer recruitment practices which are aligned with recommendations from the International Task Force on Child Protection. We aspire to the highest international standards of recruiting practices with specific attention to child protection. All appointments are subject to interviews, identity checks, criminal record checks, social media checks and successful references.



Qualifications	Essential	Desirable
Bachelor's degree in human resource or any related course.	Yes	
Skills & Knowledge		
Proven experience as an HR Assistant, staff assistance or relevant human resources/administrative position.	Yes	
Fast computer typing skills (MS Office, in particular).	Yes	
Hands-on experience with an HRIS or HRMS.	Yes	
Familiarity with ATS software and resume databases.	Yes	
Basic knowledge of labour laws.	Yes	
Excellent organizational skills.	Yes	
Strong communications skills.	Yes	
Knowledge of relevant regulations in the education sector.		Yes
Experience working with school administrators and faculty.		Yes
Personal Traits		
Integrity and trustworthiness in handling confidential employee information.	Yes	
Analytical and problem-solving skills.	Yes	
Ability to work independently and as part of a team.	Yes	
Commitment to upholding the values and ethos of Charterhouse Lagos		Yes
Ability to maintain a professional demeanour when dealing with sensitive financial matters or difficult customers		Yes



Key Responsibilities

i	Assist with day-to-day operations of the human resource functions and duties.
ii	Provide clerical and administrative support to Human Resources executives.
iii	Compile and update employee records (hard and soft copies).
iv	Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc).
v	Coordinate HR projects (interviews, meetings, training, surveys etc) and take minutes.
vi	Deal with employee requests regarding human resources issues, rules, and regulations.
vii	Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc).
viii	Communicate with public services when necessary.
xi	Properly handle complaints and grievance procedures.



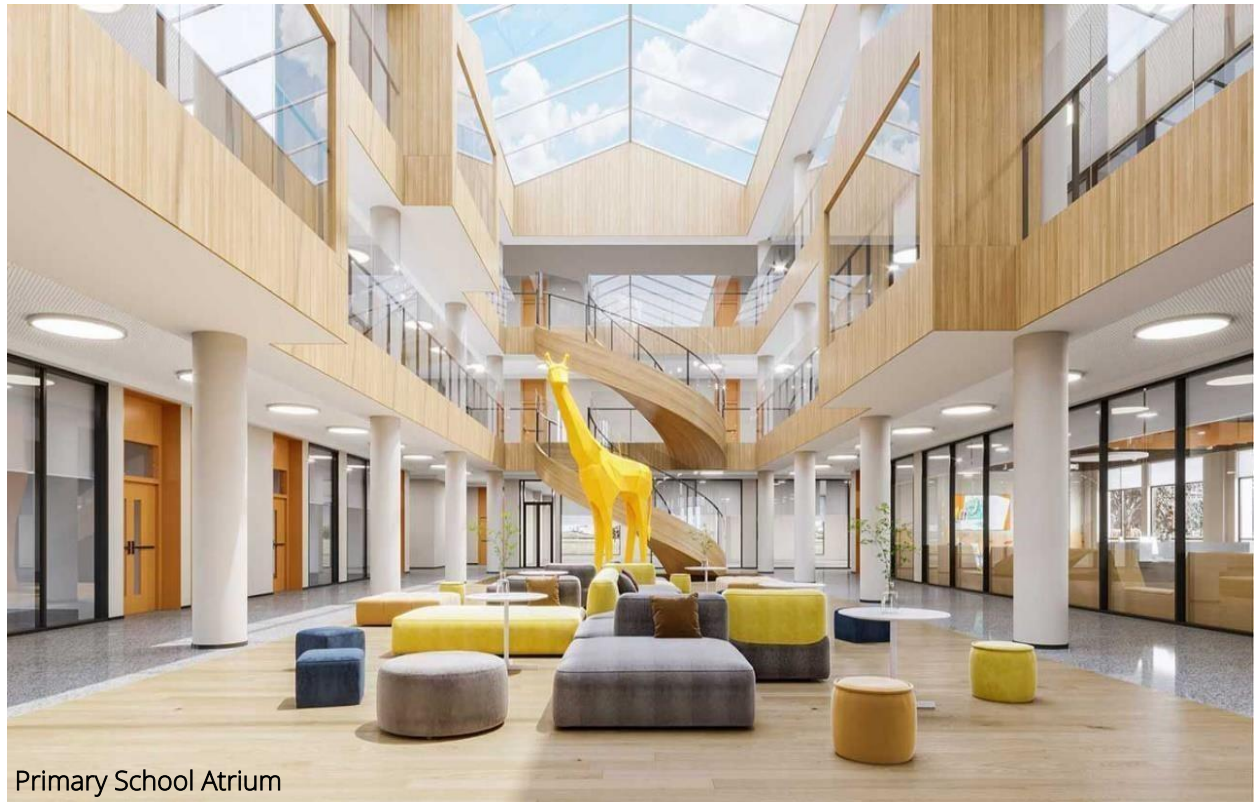
Official signing of the Charterhouse Lagos Agreement at Charterhouse UK

About our School

Opening in September 2024, Charterhouse Lagos aims to set a new standard in education provision in Nigeria and West Africa. With world-class facilities and a focus on excellence, we aim to create students with a passion for learning, for excellence and for leadership.

The school community is self-contained and lies in Ogombo on the Lekki Peninsula, Lagos. The secure compound will offer the best educational facilities in Nigeria. 24hour security ensures that our students and staff can take advantage of the amazing facilities. We expect our older students to board at the school.

Facilities will include fully connected classrooms, science and STEM labs, music, art, drama and library spaces, an 800-seat professional standard theatre, a 25-metre competition pool, along with a learn to swim pool, an NBA standard indoor basketball stadium, outdoor and indoor football pitches, and a beautifully landscaped campus that offers relaxation as well as a connection to nature.



Primary School Atrium

The school will offer an international education for students aged 5 to 18 (Years 1 to 13) using the British curriculum and leading to the IGCSE and A level qualifications. These will allow our students to aspire to the very best universities worldwide.

Opening a new school is a huge challenge and adaptability will be key. We aim to create British style international school reflecting the heritage and culture of the great UK independent schools. We are seeking leaders who will bravely tackle challenges and challenge expectations; we want individuals who will set aspirational targets for students and staff and lofty goals for our school.

We hope that you will consider joining us to create an exciting new future in Lekki, Lagos.

The building is in progress and will be completed in 3 phases with the initial facilities for Years 1 to 4 opening in September 2024.



TERMS AND CONDITIONS

Contract

This is a permanent full-time, full year position. The post will be considered probationary for a period of up to 6 months. Working hours will be full time, full year with occasional evenings and weekends as required.

Salary

Competitive

Professional Development

Professional and international working environment. Professional Development and training opportunities

Pension

Benefits including pension health insurance.

Meals

Free lunch and refreshments are available to staff whilst on duty and when catering is in operation.

Holiday

The holiday year runs from September- August, in line with the academic year and entitlement is 21 days leave, usually taken in the school holidays. This leave is in addition to Federal Public Holidays.

Fitness Centre Membership

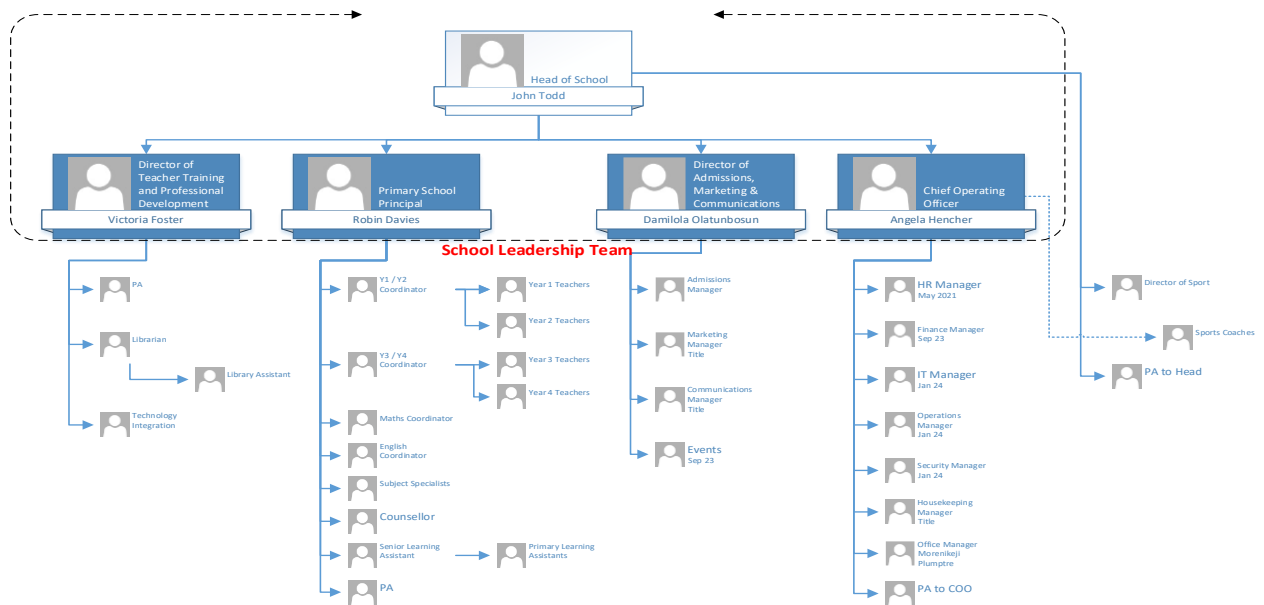
All academic and business staff are entitled to join the Fitness Centre, with access to the swimming pool, gym and fitness activities.

Pre-Employment Checks

Any offer of employment is subject to numerous checks to comply with our Safer Recruitment processes and our Safeguarding Policy (available to view on our website), please see our link for

[APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE.docx](#)

Organisation Chart:



Safeguarding

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Data Protection

The personal data relating to candidates, including personal data provided in, or along with the enquiry and application forms, is required to be collected by Charterhouse Lagos, for purposes of candidate evaluation, and facilitating the recruitment process. By providing us with your personal data, you give your consent to us for collecting, retaining, processing, transferring (including cross-border transfer) and disclosing personal data to any third parties (including intra-group – Huntington Education Group) for achieving the above purpose.

Diversity, Equality and Inclusion

At Charterhouse Lagos, we want everyone to feel valued, appreciated, and free to be who they are at work, whilst remaining true to the culture and laws of Nigeria. Our recruitment processes are designed to prevent discrimination regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, disability status, citizenship, or any other aspect which makes them unique.