



**CHARTERHOUSE**  
LAGOS



**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 will render a wide range of support activities in the department, ranging from coordinating interviews / meetings to maintaining employee database to posting job ads.

### Job Description

Position: Human Resources Assistant  
Reporting to: Human Resource Manager  
Department: Human Resource  
Position Type: Full-Time  
Location: Charterhouse Lagos

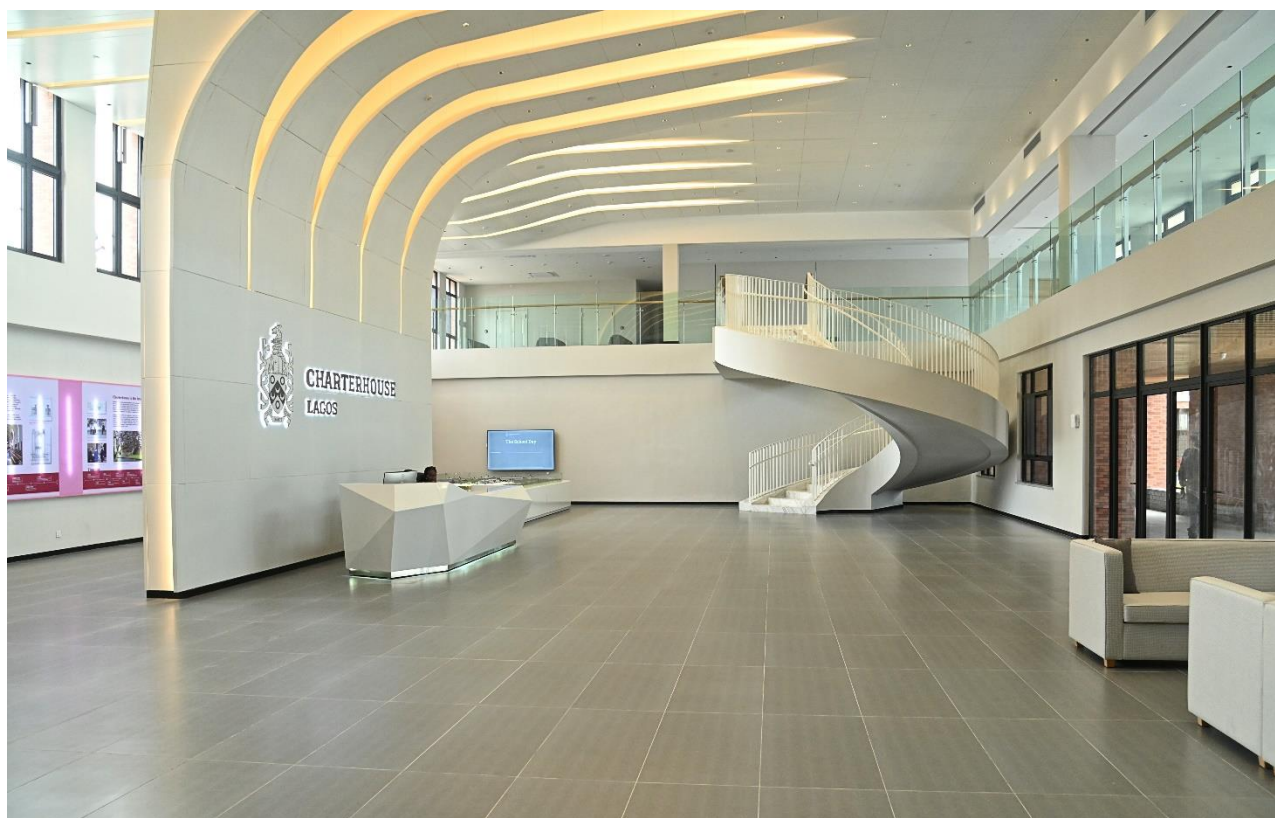
**Role Overview:** The role involves acting as the liaison between HR and employees, ensuring smooth communication and prompt resolution of requests and questions and assisting in creating policies processes and documents.

*Charterhouse Lagos staff are committed to safeguarding and promoting the welfare of children and young people. They ensure a secure, stimulating, and well-managed learning environment that promotes a sense of safety, support and wellbeing.*





<b>Qualifications and Experiences</b>	<b>Essential</b>	<b>Desirable</b>
Bachelor's degree in human resource or any related field	Yes	
<b>Skills &amp; Knowledge</b>		
Proven experience as an HR Assistant, staff assistance or relevant human resource / 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 organisational skills.	Yes	
Strong communication skills.	Yes	
Knowledge of relevant regulations in the education sector.		Yes
Experience working with school administrators and faculty.	Yes	
<b>Personal Traits</b>		
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	
Ability to multitask, prioritize, and meet deadlines in a fast-paced environment.	Yes	
Adaptability and willingness to embrace new technologies and industry changes.	Yes	







Specific Responsibilities	
i.	Assist with day-to-day operations of the human resource function and duties
ii.	Provide clerical and administrative support to Human Resource 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 resource issues, rules, and regulations.
vii.	Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc).
viii.	Communicate with public services when necessary.
ix.	Properly handle complaints and grievance procedures.



Library Room



Official signing of the Charterhouse Lagos Agreement at Charterhouse UK

### **About our School**

We opened in September 2024 and we are setting a new standard in education provision in Nigeria and West Africa. With world-class facilities and a focus on excellence, we are creating 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 offers the best educational facilities in Nigeria. 24 hour 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 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.





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**STEM Room**

The school offers 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.

Phase 1 of our building programme opened in September 2024 and phase 2, with the secondary school facilities is approaching completion. Phase 3 will follow over the next few years. Years 1 to 6 are already established in our primary school, and we are looking forward to adding Years 7, 8 and 9 in September 2025.

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



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## **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 August- July, in line with the academic year and leave entitlements, 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.

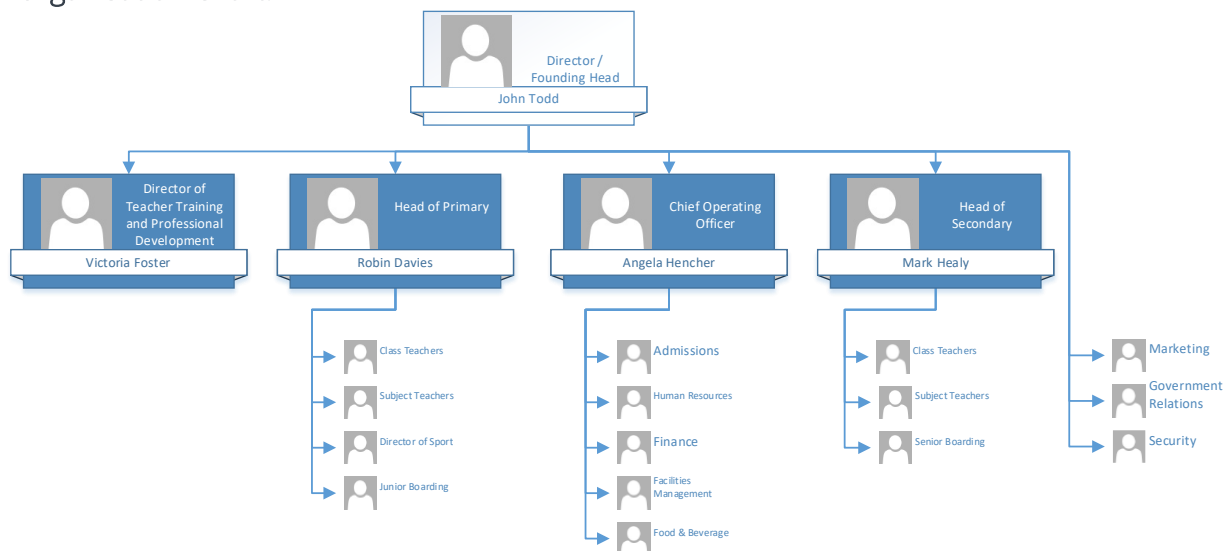
### **Pre-Employment Checks**

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***

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.

### ***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/The Huntington Education Group, 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) 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.