



# SHREWSBURY INTERNATIONAL SCHOOL

HONG KONG

## **Position: Assistant Human Resources Manager**

Posting Date:

Closing Date:

Shrewsbury International School Hong Kong opened in 2018. A primary school, we provide almost 1,000 places for children aged between 3 and 11 years old.

Operating within a world-class and purpose built facility, students and teachers enjoy wide access to our swimming pools, sports hall, dance studio, gymnastics centre, auditorium and recital suite. These spaces, among others, have been designed bespoke for primary aged children.

The school enjoys an advantageous setting in Tseung Kwan O - easily accessible by road and MTR, it also benefits from the strongest of partnerships with Shrewsbury School in the UK ([www.shrewsbury.org.uk](http://www.shrewsbury.org.uk)).

### **Key Responsibilities**

The Assistant Human Resources Manager reports to the Director of Business Services and is responsible for the effective operation of the school's Human Resources function. In particular, the Assistant Human Resources Manager will:

- Ensure an effective operation of the recruitment process for all staffing vacancies is in compliance with School policies, particularly with the Safeguarding Policy;
- Ensure a smooth onboarding and offboarding for all members of staff;
- Assist with the Induction Week to make sure all new staff are well settled in and fulfil all legal requirements to teach in Hong Kong;
- Work closely with The School Principal in the contract renewal and salary review process;

- Support in Performance Management Process for both Academic and Operational staff;
- Conduct Staff Survey and Audit regularly in accordance with The School Operational Plan;
- Responsible for monthly payroll and annual taxation;
- Maintain accurate and complete human resources and relevant records, including but not limited to:
  - All members of staff
  - Services Providers
  - Code of Conduct and Safeguarding Training;
- Support the school operation in the role of a member of Senior Leadership Team;
- Lead the work of the Staff Committee as the chair;
- Dealing with various ad-hoc situations as assigned by the Director of Business Services and/or the School Principal.

### **Professional Expectations:**

The Assistant Human Resources Manager should possess the following qualities:

- Efficient organising and multi-tasking skills;
- Good communication and interpersonal skills;
- At least 2 years of experience working in a personnel function with handling working visa and teacher registration experience;
- Be able to use tact and diplomacy in the workplace;
- Be approachable and friendly;
- Have a "can-do" attitude;
- Enjoy working and interacting with a wide range of staff;
- Have good spoken and written English and Mandarin.

### **Child Protection and Safeguarding**

Shrewsbury International School is committed to Safeguarding and promoting the welfare of children. The successful candidate will be required to:

- Attend the school's child safeguarding course;
- Attend regular in-house child protection and safeguarding programmes and sign a Code of Conduct;
- Play a leading role in promoting and safeguarding the welfare of all students in the school;
- Report to the Designated or Deputy Safeguarding Lead any concerns they have for the welfare of a student;
- Report to the Designated or Deputy Safeguarding Lead any unsafe practices witnessed within the school as outlined in The School's Speak Out Policy;
- Keep professional relationships with students where personal boundaries are respected and maintained.

**Requirements:**

- Permanent Hong Kong residents or possess a valid visa to work in Hong Kong;
- Satisfactory criminal record check before the start of the contract;
- 2 signed, confidential references before the start of the contract;
- Verification of original qualifications and work experience.

**Further Details:**

Full details of the school are available on our website at <http://www.shrewsbury.edu.hk>.

Any queries should be forwarded to the Human Resources Department at:

[vacancies@shrewsbury.edu.hk](mailto:vacancies@shrewsbury.edu.hk)