



CHARTERHOUSE
LAGOS



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.

We are seeking a skilled and experienced 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 adverts.

Job Description

Position: Human Resource Assistant

Reporting to: Human Resource Manager

Position Type: Full-Time

Role Overview: The successful candidate will support the day-to-day operations of the Human Resource department by providing administrative assistance, maintaining employee records, coordinating recruitment activities, and serving as a liaison between the department and employees to ensure effective communication and efficient HR service delivery.

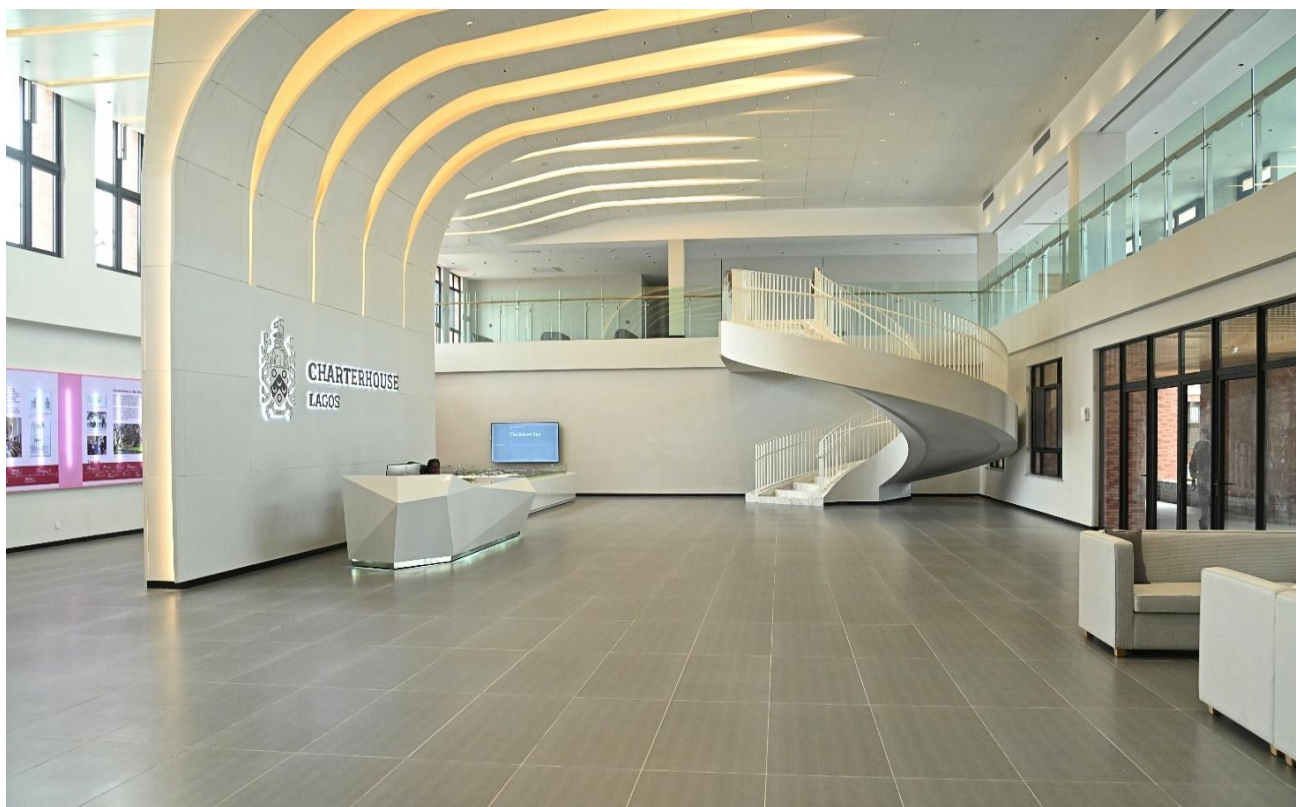
Charterhouse Lagos staff are committed to safeguarding and promoting the welfare of children and young people. They ensure a secure, stimulating, and well-managed learning environment that promotes a sense of safety, support and wellbeing.





CHARTERHOUSE LAGOS

Qualifications and Experience	Essential	Desirable
Bachelor's degree in Human Resource Management, Industrial Relations and Personnel Management, Business Administration or any related field.	Yes	
2-4 years' experience as a Human Resource Assistant or in a similar administrative/support role within a corporate environment	Yes	
Skills & Competencies		
Proficiency in using office software (e.g., Microsoft Office Suite).	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 communication, organizational and time management skills.	Yes	
Knowledge of relevant regulations in the education sector.		Yes
Experience working with school administrators and faculty.		Yes
Personal Attributes		
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	
Ability to maintain a professional demeanour when dealing with sensitive matters or difficult customers.	Yes	
Ability to multitask, prioritize, and meet deadlines in a fast-paced environment.	Yes	
Adaptability and willingness to take on new responsibilities.	Yes	
Commitment to upholding the values and ethos of Charterhouse Lagos.	Yes	
Ability to maintain a professional demeanour when dealing with staff.	Yes	





Key Responsibilities	
i.	Assist with day-to-day operations of the human resource function and duties.
ii.	Provide clerical and administrative support in the department.
iii.	Maintain and update employee records and HR databases, ensuring accuracy, confidentiality, and compliance with data protection requirements.
iv.	Support recruitment activities, including advertising vacancies, scheduling interviews, communicating with candidates and coordinating pre-employment background and reference checks.
v.	Assist with employee onboarding and offboarding processes, including the preparation of employment-related matters.
vi.	Respond to employee enquiries regarding HR policies, procedures, benefits, and employment matters.
vii.	Assist in payroll administration by providing accurate employee data, including overtime, and other payroll-related information.
viii.	Liaise with external agencies, government bodies, and service providers as required.
ix.	Support staff safeguarding, compliance, and personnel record requirements, ensuring all mandatory documentation is up to date.



Primary School Library



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 Ajah 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.



Primary School 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 now completed. Phase 3 will follow over the next few years. Years 1 to 6 are already established in our primary school, and we just added Years 7, 8 and 9 in September 2025. In September 2026, Year 10 (IGCSE) and Year 12 (A levels) will open to complete our educational offering.

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



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 weekends as required by the schedule.

Salary

Competitive

Benefits

Professional Development

Professional and international working environment, professional development and training opportunities.

Health Insurance

HMO coverage for employees and their families.

Meals

Free meals 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 entitlement is 21 days annual 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.

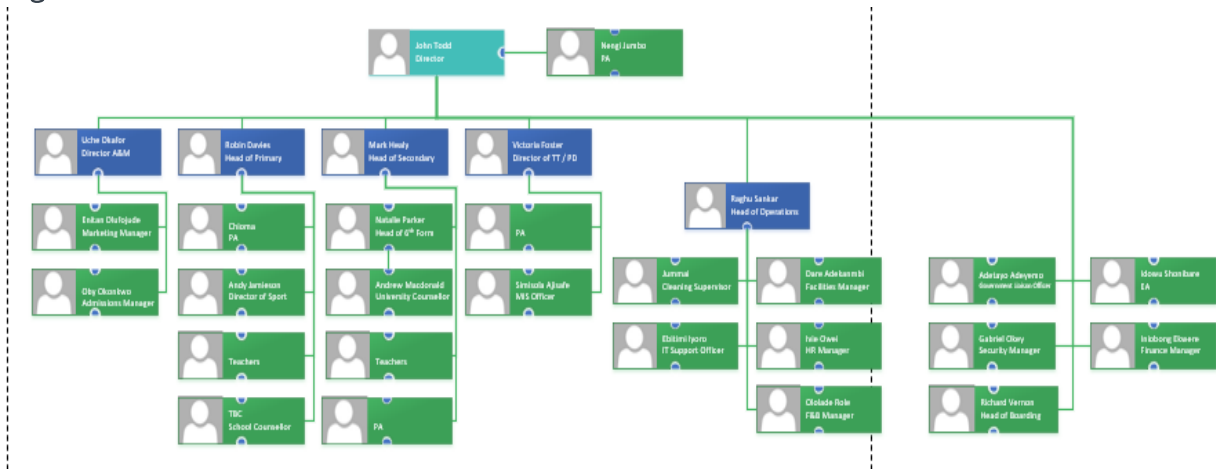
Pre-Employment Checks

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

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.