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SENIOR HUMAN RESOURCE OFFICER

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Senior Human Resource Officer

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 Senior Human Resource Officer who will support the effective delivery of the Human Resource function by providing operational oversight across employee relations, recruitment, onboarding and offboarding, HR records, employee benefits, compliance and HR reporting.

Job Description

Position: Senior Human Resource Officer
Reporting to: Human Resource Manager
Line Managing: Human Resource Assistant
Position Type: Full-Time

Role Overview: The successful candidate will also provide guidance and support to the Human Resource Assistant, ensuring the timely and accurate completion of HR processes and maintaining high standards of HR service delivery. He/she will also be serving as a liaison between the department and employees to ensure effective communication and efficient service delivery.

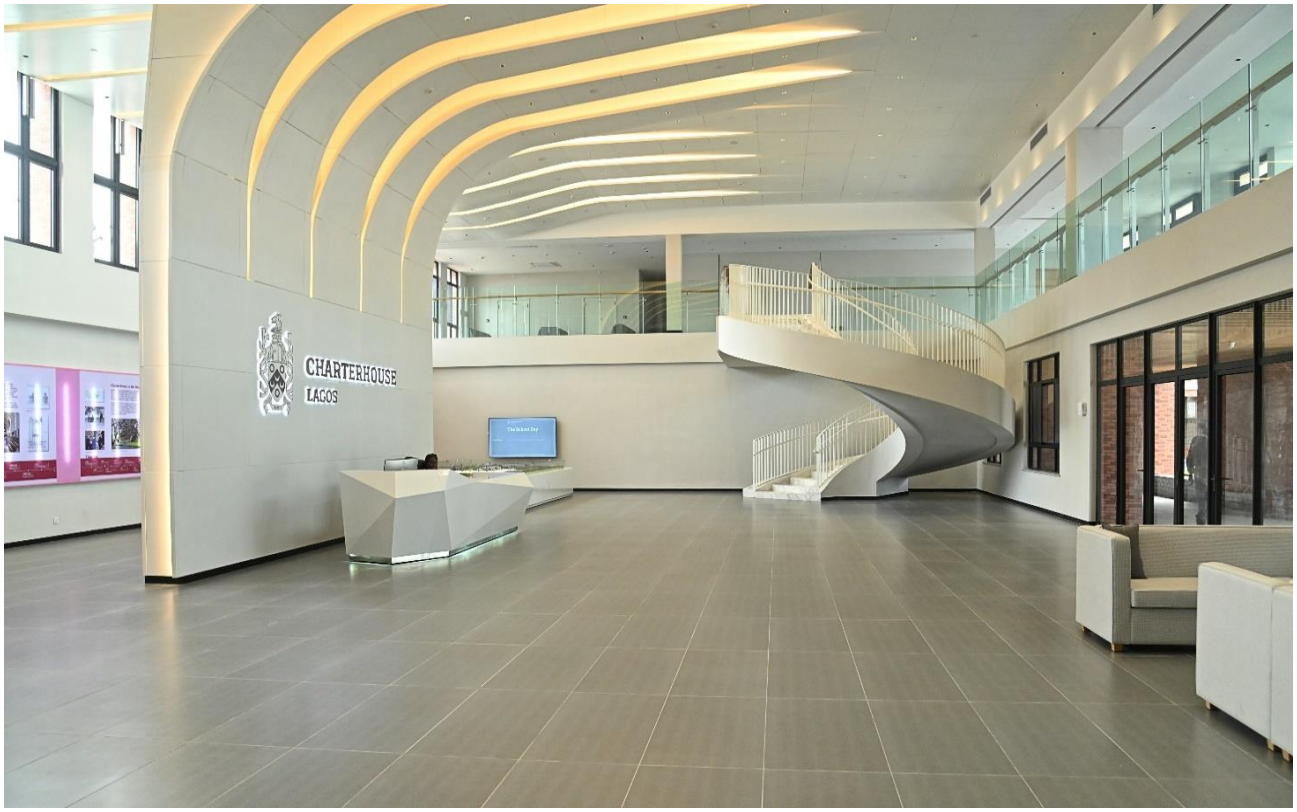
Charterhouse Lagos staff are committed to safeguarding and promoting the welfare of children and young people. They ensure a secure, stimulating, and well-managed learning environment that promotes a sense of safety, support and wellbeing.



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Qualifications and Experience	Essential	Desirable
Bachelor's degree in Human Resource Management, Industrial Relations and Personnel Management, Business Administration or any related field.	Yes	
6–8 years' experience as a Senior Human Resource Officer or in a similar administrative/support role within a corporate environment.	Yes	
Experience in employee relations and HR operations.	Yes	
Experience working with an HRIS/HRMS.	Yes	
Experience within an educational or international school environment.		Yes
Skills & Competencies		
Strong knowledge of HR operations, employment practices and HR policies and procedures.	Yes	
Good understanding of employee relations processes and the ability to support the resolution of workplace matters.	Yes	
Working knowledge of applicable labour and employment legislation, safeguarding requirements and relevant education-sector regulations.		Yes
Proficiency in Microsoft Office and HR information systems, with the ability to maintain accurate employee records and generate HR reports.	Yes	
Experience using HRIS/HRMS platforms and familiarity with Applicant Tracking Systems (ATS).	Yes	
Strong analytical and reporting skills, with the ability to interpret HR data and provide meaningful insights to support management decisions.	Yes	
Excellent written and verbal communication skills, with the ability to communicate effectively with employees, line managers and senior stakeholders.	Yes	
Strong organisational and time management skills, with the ability to manage competing priorities and meet deadlines.	Yes	
Strong attention to detail and accuracy in HR documentation, records and processes.	Yes	
Ability to handle confidential and sensitive information with discretion.	Yes	
Familiarity with the education environment and the ability to work effectively with school administrators, faculty and other stakeholders.		Yes
Personal Attributes		
Demonstrates integrity, professionalism and trustworthiness in all aspects of work.	Yes	
Possesses strong problem-solving skills and a proactive approach to identifying and addressing challenges.	Yes	
Ability to work independently and collaboratively as part of a team.	Yes	
Demonstrates sound judgement, discretion and emotional maturity when dealing with sensitive matters and workplace concerns.	Yes	
Ability to manage multiple responsibilities, prioritise effectively and remain organised in a fast-paced environment.	Yes	
Adaptable and responsive to changing departmental priorities, with the ability to manage new responsibilities effectively.	Yes	
Commitment to upholding the values and ethos of Charterhouse Lagos.	Yes	
Ability to maintain a professional demeanour when dealing with staff.	Yes	

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Key Responsibilities		
1	HR Operations and Employee Records:	
i.	Support the Human Resource Manager in the day-to-day management and delivery of the HR function.	
ii.	Maintain accurate, complete and confidential employee records within HR systems and physical files, ensuring information is securely stored and accessible to authorised personnel.	
iii.	Monitor the timely completion and updating of employee documentation, including personal, contractual, tax, pension, bank and benefits information, and follow up on outstanding requirements.	
iv.	Support the implementation and consistent application of HR policies and procedures.	
v.	Prepare HR reports, workforce information and data for management review.	
vi.	Identify gaps or inconsistencies in HR records and take appropriate action to resolve them.	
vii.	Ensure employee documentation is maintained in accordance with data protection and confidentiality requirements.	
viii.	Support the review and standardisation of HR administrative processes to promote consistency, accuracy and efficiency across the department.	
2	Employee Relations:	
i.	Act as a first point of contact for employees and line managers on routine HR matters.	
ii.	Provide guidance on HR policies, procedures, terms and conditions of employment and workplace matters, escalating complex or sensitive issues to the Human Resource Manager.	
iii.	Support the Human Resource Manager in managing employee relations cases, including grievances, disciplinary matters, absence and performance-related concerns.	
iv.	Maintain accurate records of employee relations cases and follow up on agreed actions.	
3	Recruitment and Safer Recruitment:	
i.	Coordinate recruitment activities from vacancy approval through to appointment and completion of pre-employment requirements.	
ii.	Work with hiring managers to coordinate interviews, candidate communication and recruitment documentation.	
iii.	Support the Human Resource Manager and hiring managers in ensuring recruitment processes are consistent with Charterhouse Lagos' safer recruitment requirements.	
iv.	Coordinate and monitor pre-employment checks, including identity, criminal record, references and other required safeguarding checks, ensuring outstanding requirements are followed up promptly.	
v.	Maintain accurate recruitment records and trackers covering approved vacancies, candidate progress, interview outcomes, offers and outstanding pre-employment requirements.	
vi.	Monitor recruitment timelines and follow up with hiring managers to minimise delays in selection, approval and appointment processes.	
vii.	Ensure candidate information is handled confidentially, and recruitment decisions, approvals and supporting documentation are appropriately recorded.	
viii.	Coordinate the transition of successful candidates from recruitment to onboarding, ensuring relevant recruitment documentation and pre-employment requirements are completed before commencement.	
4	Onboarding and Offboarding:	
i.	Coordinate employee onboarding activities, ensuring new employees receive the required documentation, information and support.	
ii.	Work with relevant departments to ensure new starters are appropriately set up on HR, payroll, benefits and other relevant systems.	
iii.	Monitor the completion of onboarding documentation and mandatory requirements.	
iv.	Coordinate the completion of probation documentation and follow up with line managers on probation reviews and confirmation decisions within the required timelines.	

v.	Coordinate employee exits, including documentation, clearance, exit processes and maintenance of relevant HR records.
vi.	Maintain onboarding and offboarding checklists and monitor the completion of assigned responsibilities by relevant departments within agreed timelines.
vii.	Coordinate exit interviews where applicable, maintain records of feedback and identify recurring themes for review by the Human Resource Manager.
5	Payroll, Benefits and Statutory Administration:
i.	Support the Human Resource Manager with the monthly payroll process by reviewing and validating employee information and payroll inputs.
ii.	Coordinate the timely submission of changes relating to new starters, leavers, salary changes, allowances, deductions, leave and other payroll-related information.
iii.	Maintain accurate records relating to employee benefits, including HMO, pension and other employee schemes.
iv.	Liaise with relevant service providers and external partners on employee benefits and HR administration.
v.	Support the collection, verification and updating of employee tax, pension and other statutory information.
vi.	Identify and escalate discrepancies affecting payroll, benefits or employee records.
6	HR Systems, Data and Reporting:
i.	Maintain accurate and up-to-date employee information within the HRIS and other HR systems.
ii.	Monitor data quality and ensure required employee information is entered and updated within agreed timelines.
iii.	Maintain an HR reporting calendar and ensure routine reports and data submissions are completed accurately and within agreed deadlines.
iv.	Support the Human Resource Manager in providing accurate and timely HR information relating to recruitment, headcount, turnover, absence, leave, employee documentation and compliance requirements.
v.	Assist with the collation and preparation of HR information and reports as required by the Human Resource Manager and management.
vi.	Support the Human Resource Manager with HR audits and periodic reviews of employee files and HR records.
7	Compliance and Safeguarding:
i.	Support the implementation and monitoring of HR processes in line with applicable employment requirements, Charterhouse Lagos policies and relevant safeguarding standards.
ii.	Ensure employee documentation and mandatory requirements are appropriately maintained and monitored.
iii.	Support safer recruitment and safeguarding processes by ensuring required checks and documentation are completed, recorded and appropriately monitored.
iv.	Monitor outstanding compliance requirements and maintain appropriate records to support timely follow-up, audit readiness and management oversight.
v.	Support the preparation of HR documentation and evidence required for internal audits, external inspections and regulatory reviews.
vi.	Escalate compliance, safeguarding or employee concerns to the Human Resource Manager or appropriate designated lead where required.
vii.	Maintain strict confidentiality when handling employee and candidate information.
8	HR Administration and Team Support:
i.	Provide day-to-day guidance and oversight to the Human Resource Assistant, allocating and coordinating routine administrative tasks and reviewing work where appropriate.
ii.	Monitor the quality and timely completion of administrative tasks assigned to the Human Resource Assistant, providing guidance and feedback where improvements are required.
iii.	Support the development and standardisation of efficient HR processes, templates and administrative systems.

iv.	Support the effective handover and continuity of HR administrative responsibilities during periods of absence, peak workload or changes in staffing.
v.	Identify recurring administrative challenges and recommend practical improvements to strengthen departmental coordination, service delivery and adherence to deadlines.
vi.	Liaise with internal departments, external agencies, government bodies and service providers as required.
vii.	Undertake other HR responsibilities reasonably assigned by the Human Resource Manager.



Primary School Library

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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.

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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, we welcomed Year 10 (IGCSE) and Year 12 (A Levels), completing our current educational offering.

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 weekends as required.

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

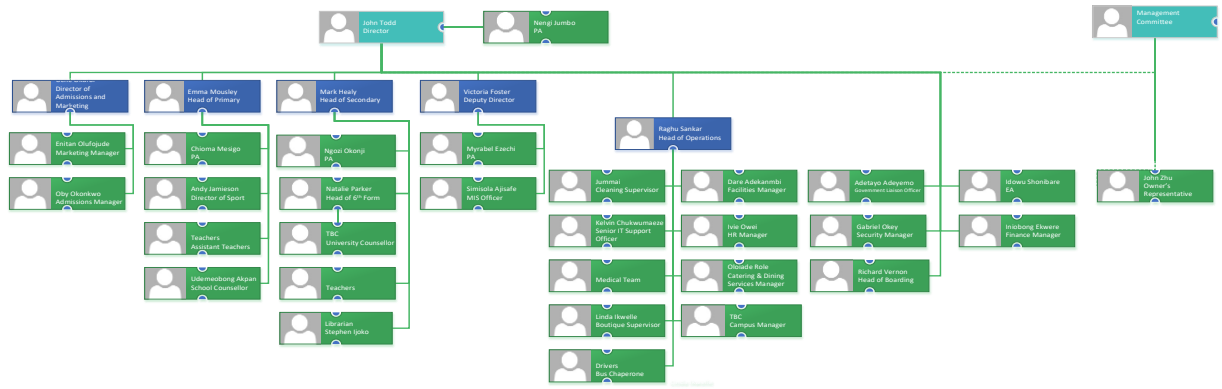
All academic and business staff are entitled to join the Fitness Centre, with access to the swimming pool, gym and fitness activities.

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

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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.