



CHENGLO SCHOOL

AS A WITNESS TO THE LIGHT

JOB DESCRIPTION: Human Resource Administrator

PURPOSE: Chengelo's stated purpose is to:

"Educate and train young people to become Witnesses to the Light of Jesus Christ in Zambia and beyond"

As part of the administration team of the school, our aim is to carry out our roles in such a way that we enable and support the teaching staff and to promote positive Christian values within our work.

The HR Administrator will provide administrative support to the Human Resource Manager across the full range of Human Resources work at the school.

ACCOUNTABLE TO: Human Resource Manager

WORKING RELATIONSHIPS:

- Accounts team, domestic supervisor, academic and pastoral staff, local union representatives, workers supervisors, SLT. This is an administration and communication role that requires strong communication skills with all members of the Chengelo community.
- This will include Parents of expat pupils, expat pupils requiring study permits, the staff and workers and government departments and agencies.

KEY RESPONSIBILITIES:

- Coordinate immigration activities for expatriate staff and their families and foreign students– i.e. processing of employment/study permits/Temporal Permits and other related documents and ensuring that all expat staff and expat students have valid relevant permits and that all visas, residential permits, and other legal requirements of expatriate staff and students are handled appropriately, this includes monitoring permit expiry dates.
- The HR Administrator will need to be confident with the various software packages used within the school such as word, excel, ENGAGE, Google calendar, Pastel.
- Take effective minutes for key meetings to ensure accurate records and accountability.
- Make practical arrangements such as food and accommodation for school guests and for interview candidates.
- Co-ordinate arrangements for school events as required such as Chofa and Long service awards ceremony, Labour Day, Women's Day, Family Fun Day.
- Produce regular statistical reports for HR reports eg. sickness absence, other absences, disciplinary cases etc.
- They will keep a record of staff and worker's training in child safeguarding.

STAFF:

- act as the first point of contact for workers and the local and regional Union matters

- Work with HR Manager to ensure up-to-date and complete bank of job descriptions
- Support and act on dissemination of information to staff and workers as appropriate.
- Regularly update worker/staff establishment/List
- Ensure information on all workers and staff is correctly and regularly updated and filed and that all staff/workers have contracts and all staff have signed SoC.
- Providing administrative support in School's Disciplinary and grievance matters.
- Creating and updating staff and workers records on ENGAGE
- Ensure all teaching staff and other professionals are registered with their respective professional bodies.
- Maintain strict confidentiality when handling staff appraisal documentation and salary information.

RESOURCES AND INFRASTRUCTURE:

The HR Administrator is

- expected to be a good steward of the School's financial and material resources.
- Maintaining and updating inventory of domestic items in staff houses and storeroom.

PASTORAL CARE, SPIRITUAL GROWTH AND ENRICHMENT:

- Contribute to and benefit from the wider life of the school by getting involved in student and staff programmes that promote well-being, enrichment and spiritual growth.

EXTERNAL RELATIONS:

- Support the HR Manager to maintain links with local government departments and agencies such as immigration, labour office, police, district hospital, District Commissioner's office, national registration office, NAPSA, workers compensation.
- Team work will be vital to ensure the public message of Chengelo is consistent across all sections of the school. The role will require occasional travel to regional government departments in Mkushi and Kabwe.

GENERAL:

- Provide a safe, calm, and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- The post holder will be expected to undertake any other duties or tasks as reasonably directed or requested by the Principal.

REVIEW AND AMENDMENTS:

This job description should be seen as enabling rather than restrictive and will be subject to regular review in consultation with the post holder.