



EER242
South London
£50,000
One Month notice

Strategic HR and compliance leader with extensive experience in independent school start-ups and established institutions, driving recruitment, induction, training, and staff wellbeing initiatives. Proven expertise in safeguarding, SCR compliance, payroll management, policy implementation, and operational HR systems.

EER242

Profile

Human Resources professional, BSc and MCIPD qualified with extensive professional HR experience. Excellent people, operations & project management skills with a broad generalist background spanning the education, energy & telecoms sectors. Specialist skills in policy development, compliance & operations.

Key Skills

- Corporate Member of Chartered Institute of Personnel & Development (CIPD)
- Experienced HR professional with expertise in policy development, recruitment, wellbeing and health management, benefit management, facilitation, training, coaching & mentoring
- GDPR & DSAR expertise
- Experienced manager of HR, office administration, first aid, transport & contract caterers
- First Aid (paediatric), Mental Health First Aider, H&S skills including DSE, workplace & event risk assessments, PRICE trained
- Child safeguarding (level 3 & level 2), safer recruitment & SCR compliance expert
- Highly computer literate with in-depth knowledge of MS Office, HRIS including PeopleXD & Select HR, education MIS including SIMS, iSAMS & Arbor

Work Experience

Head of HR & Wellbeing, Independent School

(Feb 2025 – present

- Founding member of the SLT with key responsibility for the recruitment, induction and training of a team of classroom practitioners, learning support, pastoral and support services to support the opening of a specialist independent school
- Responsible for SCR compliance & for managing the school's safer recruitment procedures; successful Ofsted pre-registration inspection
- Oversight of compliance training & CPD; designed the induction program & probation management system, including the development of management training material and implemented systems for managing training records
- HR systems, processes and administration set up including employee handbook, recruitment processes, advertising, HR record management & managing a number of different systems including BrightHR, Cintra Payroll, Arbor, TES, The Key
- Line management of reception & school admin, initiated processes to support first aid recording, medication administration & coordinated first aid & fire marshall training



- Payroll administration, implementing efficient reconciliation processes to ensuring timely checking & approval
- Staff wellbeing including regular check-ins with the employee team, wellbeing newsletter, setting up a wellbeing committee and driving a culture of wellbeing through-out the school; utilising mental health first aider skills on a regular basis

Assistant Bursar & Compliance Manager, Independent School

(Dec 2021 – Jan 2025)

- Management of HR, office administration & reception teams, first aid & contract caterer; GDPR lead with responsibility for managing DSARs, lead HR & ISI compliance advisor
- Oversight of key document management including policy management. Implemented a HR data retention process, updated contracts, policies & handbooks, introduced e-filing for HR records, developed & implemented wellbeing & menopause policies, revised the EDI policy, identified & implemented appropriate awareness & skills training to support new policies
- Responsible for the management of the contract caterer with a budget responsibility of £460k. Working closely with the on-site team reduced the number of parental complaints and allergen incidents to zero for 2023-2024. Managed hospitality for key events including the annual prize day, open morning & alumnae function
- Oversight of sickness management within the school, working with SLT to support employees with long term health challenges, managing OH referrals & advising on sickness absence issues
- Staff recruitment, including adverts, shortlisting & interviewing. Responsible for SCR compliance & for managing the school's safer recruitment procedures
- Introduced DSE assessment & DSE user training; completed the assessor training to work with employees to minimise the risks to their health in the workplace
- Mental Health First Aider with responsibility for working with colleagues, signposting to appropriate resources & supporting as possible in the workplace

Human Resources & Compliance Manager

Human Resources Advisor, Multi Academy Trust

(Jan 2014 – Nov 2021)

- Advice to SLT, managers & employees on a range of HR matters including employee relations, compensation & policy matters; supported managers on a range of employee relation matters including restructures, competency meetings, preparing for redundancy meetings, investigations, disciplinaries, performance management, absence management & occupational health
- Management of school long term sickness data ensuring that pay reflected policy, OH utilised at the appropriate time & head office informed as appropriate; developed sickness absence report which was rolled out across the group
- Sole responsibility for managing the payroll interface with the head-office based payroll team with a large element of monthly variable pay
- Management of recruitment from point of offer onwards, including 3rd party contractors, self-employed visiting teachers, coaches & volunteers
- Supported Internal & external audit for payroll, HR & safeguarding
- One of two school representative on a group HRIS team through the discovery, testing & implementation of PeopleXD across the group; managed the local roll-out of People XD self-serve including all in-school training, communication & on-going support



Self Employed Consultant / Career Break

(Apr 2012 – Jan 2014)

- HR consultancy work to start-up energy companies
- Self-employed sports coach
- Stay-at-home mother to 2 young children

VP, Human Resources

Financial Services

(Jun 2003 – Apr 2012)

- Provision of strategic HR services on an international basis across the group, member of Executive Committee & advisor to Remuneration Committee; HR lead on the Crisis Management Team, full budget responsibility
- Responsible for provision of strategic HR services to London office & project companies in Africa, supporting M&A activity including due diligence, integration & on-going asset management. Providing HR expertise to greenfield development projects with a primary focus on sub-Saharan Africa
- Identified & retained international emergency evacuation provider, rollout security & safety training for business travellers, retained security advisors, HR lead on a number of international incidents
- Proposed & implemented new compensation structure incorporating new salary bands, a move to market base pay; managed the annual bonus scheme including advising the Remuneration Committee on CEO & SMT total compensation, supported LTIP design & implementation
- Key role in managing employee related transition issues following the sale of the majority of overseas assets – including retention & severance, voluntary & compulsory redundancies, TUPE & other transfers; managed the transfer & integration of HR services from the US team following the closure of the US HR team
- Operational HR services to the London office & expatriate community including employee relations, expatriate management, policy development, training & development, recruitment & compensation & benefits; outsourced London payroll to a 3rd party provider, managed expatriate payroll in-house
- Designed & implemented new performance management tool, providing pre-implementation support documentation & training – tool subsequently rolled out to Tanzanian project company

Career Break (Jan 2003 – May 2003)

Human Resources Manager, Telecoms Group

(May 2000 – Dec 2002)

Human Resources Business Partner, Retail Group

(Jan 1998 – May 2000)

Human Resources Manager, Telecoms Group

(Sept 1996 – Jan 1998)

Education

Post Graduate Diploma in Personnel Management (Level 7 equivalent) Thames Valley University

BSc Combined Hons in Computer Science & Psychology 2.1 The University of Exeter