



**EER276**  
**East London**  
**£55,000**  
**4 Weeks notice**

CIPD LV 7 education sector HR professional with proven expertise in employee relations, organisational change, dispute resolution, performance management, and HR strategy. Strong negotiation skills, trade union partnership, and delivering HR solutions that enhance organisational performance and culture.

**EER276**

HR Manager / HR Business Partner

**PROFILE**

A highly experienced Human Resources professional with over 20 years' experience across education, healthcare, local government and private sector environments. Skilled in employee relations, organisational change, dispute resolution, performance management, recruitment, training, policy development and HR systems. Recognised for strong negotiation skills, excellent stakeholder management and extensive experience working with trade unions. I bring a proven track record of improving HR processes, reducing ER risks, supporting senior leaders and delivering HR strategies that strengthen organisational culture and performance.

**KEY ACHIEVEMENTS**

- Implemented new induction and onboarding processes across multiple organisations
- Delivered ER, investigation and E&D training across large and diverse workforces
- Successfully mitigated Employment Tribunal risks
- Led complex ER cases, organisational restructures, redundancies and TUPE consultations
- Developed and updated HR policies, including Safer Recruitment and performance management frameworks
- Produced high-quality ER reports for senior leadership, trustees and governing bodies
- Built strong, collaborative relationships with trade unions, supporting pay negotiations and dispute resolution
- Played a key role in OFSTED inspections, coordinating HR evidence and meeting with inspectors
- Managed HR teams, improving service delivery and ensuring consistent HR practice
- Provided HR support and guidance to over 800 staff

**EMPLOYMENT HISTORY**

**All through School - London – HR Manager (June 2025 – Present)**

I lead the HR function across both the secondary and primary school, providing strategic and operational HR support to the Chief Executive Headteacher and senior leadership team. I manage all employee relations matters, oversee HR systems, ensure safeguarding compliance and support managers with performance, conduct and attendance issues. I have strengthened induction processes, improved HR reporting and built strong working relationships across the school.



### Key Responsibilities & Achievements

- Managing complex ER cases including disciplinary, grievance, capability and attendance
- Leading sickness absence management and coordinating OH referrals
- Overseeing SIMS, ActivPeopleHR and Vera Payroll to ensure data accuracy
- Maintaining the Single Central Record and ensuring safer recruitment compliance
- Delivering HR training to managers on conduct, attendance and performance
- Producing HR reports and workforce insights for senior leadership
- Enhancing induction and onboarding processes across both school sites

### Multi Academy Trust – HR Business Partner (October 2023 – June 2025)

I provided strategic HR support across five schools, partnering with Headteachers and senior leaders to deliver consistent HR practice. I managed complex ER cases, supported organisational change, strengthened HR systems and delivered training to school leaders. My role required strong stakeholder management, safeguarding awareness and the ability to balance operational and strategic priorities.

### Key Responsibilities & Achievements

- Advising Headteachers on ER, performance, attendance and staffing matters
- Managing complex ER cases across multiple schools
- Supporting restructures, consultations and organisational change
- Producing detailed HR reports for Trust leaders and governors
- Delivering HR training and coaching to school leadership teams
- Ensuring consistent application of HR policies across all schools
- Improving HR systems and data accuracy across the Trust

### Secondary Academy – Head of HR (July 2023 – October 2025)

I held overall responsibility for the HR function and administration office, leading on sickness absence, recruitment, safeguarding documentation and HR compliance. I supported senior leaders with ER matters, strengthened HR processes and ensured high standards of record-keeping and policy implementation.

### Key Responsibilities & Achievements

- Leading sickness absence management and return-to-work processes
- Overseeing all recruitment and ensuring safer recruitment compliance
- Managing the preparation and issuing of employment contracts
- Advising senior leaders on ER and performance management issues



- Maintaining safeguarding and HR documentation to audit-ready standards
- Strengthening HR processes

#### **FE College – HR Manager (December 2021 – July 2023)**

I led the HR function across a large FE college, combining strategic leadership with hands-on operational management. I successfully implemented the iTrent HR system, improved HR reporting, managed HR Advisors and supported senior leaders with complex ER cases. I worked closely with payroll to ensure accurate processing of staff changes.

#### **Key Responsibilities & Achievements**

- Leading the implementation of the iTrent HR system
- Managing HR Advisors and the recruitment team
- Providing expert advice on complex ER cases
- Ensuring safer recruitment and compliance with FE sector standards
- Working with payroll to ensure accurate staff changes and pay adjustments
- Improving HR processes, reporting and data integrity

#### **London Borough – ER Consultant (October 2020 – December 2021)**

I provided specialist ER support to a network of 60 schools, advising on complex cases, supporting investigations and ensuring compliance with employment law and school policies.

#### **Key Responsibilities & Achievements**

- Advising schools on disciplinary, grievance and capability cases
- Supporting investigations and providing case management guidance
- Ensuring compliance with employment law and safeguarding requirements
- Working closely with Headteachers and governors on ER matters

#### **Primary Care Sector – ER Advisor (March 2020 – October 2020)**

I managed ER cases across the Medical and Central Function Directorates, supported managers with complex issues and ensured compliance with regulatory requirements. I produced ER reports, updated policies and delivered training to stakeholders.

#### **Key Responsibilities & Achievements**

- Managing ER cases including disciplinary, grievance and capability
- Handling ET claims and responding to NMC requests



- Producing weekly and quarterly ER reports for senior management
- Reviewing and updating HR policies
- Delivering ER training to managers and clinical leaders
- Drafting outcome letters for all ER cases
- Monitoring sickness absence across directorates

#### Services Group – Regional Employee Relations Specialist (September 2019 – February 2020)

I provided regional ER support across my region, managing industrial disputes, ET claims and TUPE processes. I advised managers on employment law, delivered training and ensured compliance with organisational policies.

#### **Key Responsibilities & Achievements**

- Managing ER issues across multiple depots and regions
- Supporting industrial disputes and ET claims
- Advising managers on employment law and HR policies
- Delivering ER and employment law training
- Supporting TUPE consultations and documentation exchange
- Implementing processes to reduce ER risks

#### FE College – HR Roles (2000 – 2019)

Across a series of progressive HR roles, I developed extensive experience in employee relations, organisational change, redundancy programmes, redeployment, training, policy development and HR operations. I supported senior leaders, managed HR teams, led investigations and worked closely with trade unions on industrial relations and pay negotiations.

#### **Key Responsibilities & Achievements**

- Advising managers on disciplinary, grievance and performance issues
- Updating HR policies and procedures
- Managing organisational change and redundancy programmes
- Supporting redeployment and conducting exit interviews
- Delivering training programmes across the college
- Managing HR databases, records and safeguarding documentation
- Supervising HR teams and supporting restructures
- Leading job evaluations and performance management initiatives
- Working closely with trade unions on pay and industrial relations



- Supporting TUPE consultations and preparing board reports
- Coordinating HR evidence for OFSTED inspections

#### EDUCATION & QUALIFICATIONS

- CIPD Advanced Level 7 HR Qualification (2019)
- CIPD Employment Law (2014)
- CIPD Postgraduate Talent Management (2012)
- CIPD Certificate in Training Practice (2000)
- RSA CLAIT Level 3
- Qualification in Mediation
- NLP Master Practitioner

#### REFERENCES

Available on request.