

EduExec Recruitment  
Limited

**EER240**  
HR and Payroll Officer  
West London  
Immediate

HR & Recruitment Leadership: Delivered end-to-end HR support for school leadership and Trust HR Director, including recruitment, payroll, absence and maternity management, HR compliance, high-level PA support to CEO.

## **EER240**

### **PERSONAL PROFILE**

A highly experienced Senior Personal Assistant, Operations & Office Manager and Payroll SE (subject expert) professional with over 15 years' experience working in school office environments. Able to exhibit confidentiality, discretion, tact, diplomacy and professionalism when dealing with senior management, teaching staff and with students/residents. A quick learner who can absorb new ideas and is experienced in coordinating, planning and organising a wide range of administrative activities. Well organised and an excellent team player with a proven ability to work proactively in any given situation. Keen to continue to work in a School setting where acquired skills and experience are used effectively.

### **EDUCATION**

2004 – 2007	BA Arts & Honours in Business & Management
2002 - 2004	3 A Levels Grades A to C – Business Studies, ICT & Mathematics

### **OTHER ACHIEVEMENTS & TRAINING**

- SIMS Personnel
- Safeguarding Training
- Safer Recruitment

### **CAREER**

#### **Multi Academy Trust**

**Nov 2024 - Nov 2025    HR Officer to Primaries**

To support the HR function to deliver a high quality, professional HR service to School Leadership Teams and Managers and the Trust HR Director with all aspects of Human Resources, Payroll, Recruitment, Absence Management, Training and Administration.

#### **Key Responsibilities:**

- **Recruitment:** Oversee and supervise the entire recruitment process, from preparing job adverts and arranging interviews to conducting pre-employment checks and preparing contracts of employment. The role also involves maintaining the Single Central Register (SCR) and liaising with recruitment agencies
- **Human Resources:** Support the Trust Director of HR and line managers with HR processes, take minutes for meetings, and ensure compliance with trust policies and GDPR. The officer is also responsible for maintaining an up-to-date staff handbook and staying current with guidance documents like KCSIE
- **HR Records:** Maintain accurate and compliant HR and payroll systems and personnel files, including the SCR. The role also involves managing annual performance management and appraisals, and running the annual Staff Workforce Census
- **Absence and Maternity Management:** Maintain accurate records of staff absences, report "trigger absences" to managers, and support absence



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management. The officer also handles maternity leave processes, including risk assessments and payroll forms

- **Payroll and Wellbeing:** Process payroll forms, handle pay change letters, and act as the first point of contact for staff payroll queries. The role also includes promoting staff wellbeing services

**Multi Academy Trust**

**June 2023 – Oct 2024**

### **Personal Assistant to CEO and Payroll Officer**

The role provides high-level confidential support to the Chief Executive Officer, offering a full secretarial and administrative service. It also functions as the company secretary, supporting effective governance for the board and local governing bodies. The position is also responsible for monthly payroll procedures and other administrative tasks.

#### **Key Responsibilities:**

- **Personal Assistant to CEO:** The role involves preparing reports and presentations, managing the CEO's schedule, handling correspondence, and acting as a professional interface between the CEO and various stakeholders. It also includes supporting senior-level trust meetings by organizing them, distributing papers, and taking minutes
- **Company Secretary:** The individual is responsible for supporting governance standards at all levels of the trust. This includes organizing board and committee meetings, formulating agendas, advising on constitutional matters, and ensuring all meetings are minuted and records are maintained
- **Payroll:** The position involves liaising with an external payroll company, collating payroll input documentation, processing changes (starters, leavers, maternity), calculating pay variations, and handling routine employee payroll queries
- **Other Duties:** Additional responsibilities include general office tasks, supporting the safeguarding of staff and children, maintaining positive working relationships, and attending training and trust functions as required

**Secondary Academy**

**Sept 2022 – Jun 2023**

### **HR and Office Manager**

To manage the school office and all HR administration functions, acting as the primary HR contact for the school while working closely with the Headteacher and Trust HR Manager. The role involves a full range of HR duties, including payroll, recruitment, and managing queries in accordance with school policies

#### **Key Responsibilities:**

- **Recruitment & Staffing:** Manage the full recruitment and onboarding process, from creating job descriptions and liaising with the Headteacher to processing applications, arranging interviews, and administering all required checks and documentation for new hires. The role also includes providing direction and guidance to new staff and managing changes to employee terms and offboarding for leavers
- **Administration:** Oversee the day-to-day administrative functions of the school office, including line management and training of office staff. This involves developing and organizing office systems and procedures, ensuring compliance with GDPR, and managing school databases like SIMS



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- **Compliance:** The manager is responsible for the Single Central Record (SCR), ensuring it is up-to-date and compliant with safeguarding and DBS procedures. They also conduct periodic audits of HR files and the SCR and complete statutory returns like the School Workforce Census
- **Attendance & Grievances:** Monitor staff absence, provide advice to managers on attendance management, and handle sickness reporting and data analysis. The role also involves providing support and advice to employees on grievance and resignation policies
- **Policies & Wellbeing:** Administer and update personnel policies and support the Staff Wellbeing Committee, including conducting staff surveys and reporting findings

**Secondary Academy**

**June 2019 – August 2022 PA To Headteacher and Office Manager**

To provide confidential personal and secretarial support to the Principal, act as an ambassador for the school, and manage the school office and administrative team. The role also involves leading on safer recruitment, admissions, and personnel administration:

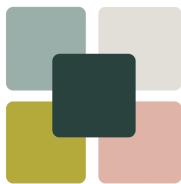
**Key Responsibilities:**

- **Principal Support:** Manage the Principal's diary, organize meetings, handle correspondence, and act as a point of contact for staff, parents, and external parties with tact and diplomacy
- **Office Management:** Lead and manage the school office and reception staff, ensuring a high-quality "front of house" service and a professional administrative performance
- **HR and Recruitment:** Lead all recruitment processes, ensure personnel files and the Single Central Record (SCR) are compliant with safeguarding requirements, and handle personnel administration in liaison with the Trust's HR provider
- **Administrative Duties:** Oversee admissions, take minutes at meetings, produce school publications, and manage basic day-to-day financial administration like purchase orders and invoices (pp. 1, 3-4). The role also involves completing the annual workforce census

**Primary School**

**Dec 2013 - June 2019 School Office Manager**

Organise and supervise administrative systems and support staff in the school office and be responsible for undertaking administrative, financial, organisational processes, maintaining confidentiality at all times. Assist with the planning and development of support services.



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**Key Responsibilities:**

- To provide a comprehensive administrative and organised support service to the School
- To be responsible to the Headteacher for the efficient day-to-day running of the School Office
- To maintain the office systems and procedures of the school
- To provide a welcoming point of first contact for parents and visitors to the school.
- Have excellent knowledge of all school office procedures to carry out all administrative duties in a timely and efficient manner ensuring deadlines are met within the school office in order to maintain the efficient running of the school.
- To be key person responsible for pupil admissions in accordance with the LA/school admissions policy
- To manage the procedures relating to pupil transfers in accordance with school/LA policy.
- To be responsible for managing and maintaining SIMS.net with regard to all pupil records
- To be responsible for the upkeep of the SCR and ensure procedures are adhered and administered within the school
- To manage an effective daily liaison with the other office staff to ensure all relevant information is entered into Attendance, Admissions and ParentPay to ensure these systems are up-to-date and correct.
- Cover for the other office staff – understand and be able to operate the school's Attendance and ParentPay systems effectively as and when required in their absence.
- To manage the collection, recording and banking of school monies in accordance with the Council's financial regulations
- To manage the daily/annually maintenance of the school in accordance the LA Building Audit
- Liaising with pupils, parents/carers, Governing Body, Local Authority and external agencies regarding a range of school issues.

\*\*\*\* Primary School  
May 2009 - Dec 2013

**School Office Administrator**

Providing a wide range of administrative support to keep everything running as smoothly as possible.

**Key responsibilities:**

- Under the guidance of senior staff, be responsible for undertaking administrative, financial and organisational processes within the school.
- Assist with the planning and development of school support services
- To be responsible for promoting and safeguarding the welfare of children and young people within the school
- Comply with and assist in the development of policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Assist with the planning, monitoring and evaluation of budgets.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required

References available upon request

[Luke.johnson@eduexec-recruitment.com](mailto:Luke.johnson@eduexec-recruitment.com)