



**EduExec Recruitment
Limited**

EER47
HR Manager
West London
£55,000
Immediate

CIPD Level 5 qualified HR professional with expertise in employment law, employee relations, and training & development
Proven track record in HR strategy, operational delivery, and compliance for multi-site and multi-academy organisations

EER47

HIGHLIGHTS

- CIPD Level 5 qualified HR professional with operational application of employment law, employee relations, training & development
- Over 2 decades of HR/Recruitment experience in public and private sectors (Education, Hospitality, Social Care and Industrial)

EMPLOYMENT

Assistant HR Business Partner

Nov 2024 - Aug 2025

London Borough Council (FTC)

- Supporting the HR Business Partners in delivering an excellent HR partnering service within the Children's Service & Adult Social Care Directorates (c1500 employees in the council)
 - Providing specialist HR advice to SLT/line managers, ensuring legal compliance on matters relating to disciplinarys, sickness absence-including trigger meetings, grievances, PIPs and OH
 - Participating in panel work relating to Job Evaluation's on job descriptions (Hay Scheme)
 - Liaising with various departments (i.e. IT, payroll, legal, training, admin) when managing and offboarding employees
- Achievements:
- Responsible for benchmarking exercises for hard to recruit roles (i.e. Educational Psychologists) and policy updates (e.g. Out of Hours payments)
 - Assisted Children's Services in Change Programs, supporting with consultations

HR Manager

June 2024-Sep2024

Schools Group (FTC)

- Developed and implemented HR operational procedures for wrap-around care provisions (i.e. Breakfast Clubs and After School Clubs) based within 16 schools and 4 nurseries.

Achievements:

- Audited 400 employee files checking for statutory compliance including Right to Work checks
- Formed scaffolding for efficient management of Apprenticeship Levy and training agreements
- Designed 'Single Central Record' for the business, to ensure Ofsted compliance

Trust HR Manager

Dec2022-June 2024

Academy Trust, Berkshire

- Implemented HR strategies for 800 employees across the 7 academies
- Oversaw all HR functions for the Central Trust Team, including talent acquisitions, onboarding, employee relations, performance management and talent development
- Maintained accurate employee records (including the Single Central Record),
- Ensured compliance with Department of Education guidance, Keeping Children Safe in Education (KCSiE) guidance and Safer Recruitment Policy and procedures
- Provided general guidance on HR matters relating to current TUPE consultations (in and out)





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Achievements:

- Harmonized HR processes within the Trust – DBS platforms, training platforms to be used for safeguarding training, agency worker management (i.e. Letter of Assurance)
- Conducted training for HR Officers within the academies relating to absence management, disciplinarys and grievances.
- Delivered training for Governance Professionals on disciplinary panel preparation and associated documentations
- Created and updated forms to ensure compliance to legislations, governmental and safeguarding guidance's (Application Forms, Criminal Declaration Form, Pecuniary Interest Forms etc)

HR Coordinator

Nov 2018-Dec 2022

Multi-Academy Trust, London

- Provided comprehensive advice and guidance on policies and procedures (disciplinary, grievance, absence management and capability) for 900 employees across 8 academies
- Organized and coordinating panels to assess ER cases (including appeals); collating and distributing documentation bundle for the hearings
- Managed the Occupational Health Service, leading on the advice for the referral forms and clinic appointments

Achievements:

- Procurement of a new Occupational Health Provider (COPE) and managing SLA's; provided online training to management on new referral processes and procedures
- Analysing and presenting the annual Health & Wellbeing Survey to the Board of Directors, CEO and other stakeholders

EDUCATION & QUALIFICATIONS

Conducting Investigations

2024

ACAS, London

Safer Recruitment

2023

(Safer Recruitment Consortium Accredited)

Safeguarding, FGM, PREVENT, Cyber Security Training

2023 & 2018

SEBMAT & TPFAT (Educare by TES)

NCFE Level 2 Certificate in Equality and Diversity

May 2020-July 2020

North Hertfordshire College (via Vision2Learn online learning)

CIPD Level 5 Intermediate Certificate in HR Management

April 2017-February 2018

CIPD Level 3 Foundation Certificate in HR Practice

June 2014-May 2015 Avado

London

Certificate in Recruitment Practice – Merit

July 2007-October 2008

Introduction to Recruitment Practice - Merit

September 2006

Recruitment and Employment Confederation (REC), London



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BSc (Hons) Psychology – 2.1

Buckinghamshire Chilterns University College, Buckinghamshire

September 1998-July 2001

SKILLS

- UK Driving License
- IT competencies: Microsoft Office Suite, SIMS, SharePoint, TEAMS, Taleo, PeoplePlanner, Sage, Outlook, Zoom, Google Meet

