



**EduExec Recruitment
Limited**

EER2216
Head of HR
London
Immediately Available
£60,000

Redesigned teaching staff T&Cs following TPS consultation, introduced new DC pension arrangements and staff benefits.
Implemented a new recruitment platform (ATS) and HR MIS to centralise HR data, streamline recruitment and absence management and enhance the overall employee experience.

EER2216

PERSONAL STATEMENT

I am a highly skilled, conscientious and enthusiastic HR professional with over 10 years' experience. I work confidently with a variety of stakeholders to deliver high-quality, effective HR services which meet both the operational and strategic needs of organisations.

EMPLOYMENT HISTORY

Secondary School, London

February 2018 to August 2025

Head of HR (September 2022 to August 2025)

Assistant Bursar (February 2018 to August 2022)

Lead and manage HR services across two schools to support the workforce in delivering excellent teaching & learning and pastoral provision for all pupils.

Achievements

- Planned and implemented substantial changes to Ts & Cs for c. 90 teaching staff following collective consultation for potential withdrawal from the Teachers' Pension Scheme (TPS).
- Sourced and implemented additional staff benefits and new DC pension scheme arrangements to provide an attractive alternative package for teaching staff leaving the TPS and new teaching staff joining the school.
- Identified and implemented a new recruitment platform with applicant tracking system (ATS) to streamline the recruitment process and enhance the applicant experience.
- Researched and implemented a new HR MIS to centralise HR information and data, improve absence management and monitor and streamline HR processes.
- Outsourced the payroll provision to optimise internal resourcing

Responsibilities

- Lead the employee lifecycle including recruitment, onboarding, training and development, performance management, pay and benefits, well-being and offboarding.
- Manage the outsourced payroll provision and internal pension provision for 150 employees.
- Issue offer letters, contracts of employment and contractual variations.
- Manage and review staff benefits including healthcare, life assurance and EAP.
- Develop, update and review HR policies, ensuring compliance, consistency and best practice.
- Keep abreast of HR developments including new legislation and trends.
- Implement, monitor and improve effective HR systems and practices.
- Provide advice, guidance and support to senior management on employee issues.
- Manage the UKVI sponsor licence for skilled workers.
- Oversee the staff appraisal process and support employee development.
- Provide advice and guidance to staff for career development, linked to CPD and strategic aims.
- Support the Bursar with the annual pay and benefits review to attract and retain talented staff.
- Line manage the HR Administrator.



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Assistant Bursar

February 2018 to August 2022

Administered and oversaw various aspects of the Bursarial department to successfully deliver the school's support function, including HR, finance, operations and governance.

- Administered the recruitment cycle including advertising posts, interview scheduling and completing all pre-employment checks in accordance with regulations.
- Oversaw the internal payroll and pension provision with the finance department.
- Supported the finance department with invoicing, supplier payments, debtors and online banking.
- Coordinated and supported arrangements for school events.
- Oversaw insurance claims including pupil absence and school trips.
- Provided governance support including liaising with governors, minuting all governor meetings and their committees, organising and distributing meeting papers.

Secondary Academy, London

November 2017 to January 2018

Assistant Business Manager

Led pupil data management and analysis across the school to maximise pupil attainment and progress.

- Managed and developed the MIS to record, collate, manipulate and analyse pupil data.
- Identified and explored trends in pupil attainment and progress using analysis software to support the development of pupil outcomes.
- Provided various stakeholders with informative data reporting to maximise the effectiveness of teaching and learning.

Primary School, London

June 2017 to October 2017

School Business Manager

Led the provision of school business services to support the delivery of high-quality teaching and learning.

- Oversaw the school's financial management and maximised income generation.
- Managed the school's administration function including systems, processes and admissions.
- Managed HR administration and processes including recruitment, personnel files and CPD.
- Oversaw premises management including maintenance, security and contracted services.
- Oversaw the school's managed service for ICT.

Academy School, London

September 2013 to May 2017

Office Manager

Led and managed the school office to deliver an efficient and effective administration service across the school.

- Oversaw the Year 7 admissions cycle and in-year admissions.
- Administered school exclusions and acted as Clerk to the Governors Discipline Committee.
- Maintained pupil and staff information on the MIS and produced reports and analysis.
- Oversaw school teaching cover arrangements.
- Supported the Director of Finance & Administration with invoicing, school trips, petty cash, personnel files, recording and monitoring staff absence.



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- Line managed administrative staff and the teaching staff cover administrator.

PROFESSIONAL QUALIFICATIONS

CIPD | Level 7 Advanced Diploma in Strategic People Management | Pass | December 2024

CIPD | Level 5 Diploma in Human Resources Management | Pass | January 2021

Anglia Ruskin University | Level 4 Diploma in School Business Management | Pass | December 2015

EDUCATION

University of Oxford | MSc Education (Learning & Technology) | Pass (Merit equiv.) | August 2013

University of Durham | BA (Hons) Primary Education | First Class | June 2012

Weymouth College | A-levels: Mathematics (A), Computing (B) & Biology (B) | June 2005

All Saints School, Weymouth | GCSEs: 6A*s & 4 As (incl. A*s in English & Mathematics) | June 2003

