

Contact Details

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Personal statement

In my career I have managed and improved outcomes for external and internal stakeholders. My HR and therapy qualifications have enhanced my ability to successfully formulate and support new and innovative teams, thus contributing to a positive effect on employee turnover, absenteeism and staff CPD. My skills are transferable and this has provided me with opportunities to expand my knowledge and practice.

I consider myself to be a proactive manager of staff and recognise the value as a process of professional learning and development. I appreciate the importance of encouraging others to reflect on and develop their knowledge, skills, and competence. I manage the difficult and conflicting areas of poor performance or disciplinary route including tribunal process.

My role involves planning and organising my own and the work of other teams. I am conscious of associated budgets and resources. As a member of the SLT, I work with all HR practices, processes and strategies, mentoring, training programs for staff and ensuring that employees follow best practices and company policies.

Within HR I consider my key skills as organisational skills for managing various tasks and deadlines, communication skills for clear and effective interaction, confidentiality skills for handling sensitive information, and adaptability skills for managing change and unpredictability.

I am able to embrace change and face challenges with a solution-orientated approach. I am known to view issues as an opportunity to embrace a challenge. I can actively anticipate potential future problems and act to prevent them or to mitigate their effects.

Key Skills

- Management - member of the senior leadership team, managing teams
- Communication - addressing all stakeholder issues both internally and externally
- Use of initiative and independent working - planning delivering outcomes for strategic meetings
- Report writing - delivering high level information to all stakeholders within both a professional and layperson approach.
- Policies and guidance - Use of evidence and knowledge, from a wide range of sources, working with others to consider logical implications, opportunities and risks to inform policy options; to challenge assumptions and current approaches that may not be adaptive.
- Time management - ability to evaluate and set goals for all tasks, to enable improved workflow
- Strategic planning - use of critical thinking to solve complex problems and plan for the future
- Managing challenging environments - skilled in preparation, educating and supporting schools with complex and diverse circumstances

Employment History

Senior Leadership / Head of Family Liaison - Wilds Lodge School

(January 2015 to present date)

Responsibilities:

- Support and contribute to the senior education team vision and outcomes
- HR, Grievance, Disciplinary, Tribunal. Mediation, coaching
- Manage all areas of the of the educational health and care plans (EHCP), legal and tribunal process
- Manage the needs of all stakeholders, including planning meetings, developing communication and signposting to appropriate agencies
- Manage the multidisciplinary team and ensure all outcomes are delivered within a set time frame
- Manage the post 16 careers and PFA team
- Allegations manager, reporting to local authorities all areas of concern regarding staff
- Disciplinary and Investigation Lead
- Deputy safeguarding lead, supporting welfare of pupils
- Disciplinaries, managing staff competencies and performance
- GDPR Lead

Achievements:

- Developed and implemented the safeguarding strategy
- Developed and implemented the EHCP process
- Developed and implemented family liaison
- Supported the school through 8 outstanding OFsted inspections
- Supported development of school policies and procedures

Senior Leadership / Head of stakeholder provision - The Grange Therapeutic School

(March 1985 to January 2015)

Responsibilities:

- Actively monitor the concerns of all stakeholders
- Work cooperatively with others, to ensure that risks and harms arising from company activities are minimised
- Meet Schools strategic objectives by contributing experience and perspective to all projects.
- Manage the needs of all stakeholders, including planning meetings, developing communication and signposting to appropriate agencies
- Allegations manager
- Deputy safeguarding lead
- Disciplinaries

Achievements:

- Developed and managed two teams of staff from consideration of purpose to roles and responsibilities
- Supported the inclusion of the national curriculum to the school
- Developed and implemented the change of government legislation for social, emotional, mental and health needs (SEMH)
- Developed and implemented the change of government legislation from statement of needs to EHC plans

Tutor of Adults - Rutland college - part time

(March 2013 to February 2015)

Nursery Nurse - USA and UK
(September 1982 to December 1984)

Education

CHRYso	2017-19	Chartered institute of personnel and Development (CIPD) Level 7 Certificate in Human Resources
Nottingham University	2008-10	Undergraduate diploma Humanistic Counselling- Merit
Leicester University	2005 – 07	Certificate in Psychodynamic counselling – Merit
Loughborough university	1992-93	Certificate Emotional Behavioural care and behaviour – Distinction
Leicester College	1987-89	Social Care - CCETSW
Melton Mowbray College	1980 - 82	HMFC Distinction Pre Nursing Distinction NAMCW B

Volunteering

- Coping with Cancer - Counsellor for end of life
- Parent Governor
- Chairperson PTFA
- Disability support
- Parents rights
- Parents Claims and benefits

References

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Previous School Principal
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