

Curriculum Vitae

Rizwana Mayat

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SUMMARY OF QUALIFICATIONS

1998-2003	Beardwood High School	GCSE
2017	NVQ L3 Business Administration	Pass
2017	L2 ICT	Pass
2017	L2 Maths	Pass
2019	Chartered Institute of Personnel & Development L3	Pass
2021	Mental Health First Aid	Pass
2021	CMI Management Coaching & Mentoring L5	Pass

EMPLOYMENT HISTORY

National Zakat Foundation - London

Business Support Manager

December 23 – Present

- Provide Executive Support to C-Suite.
- Operationally manage direct reports of C-Suite.
- Management of strategic and operational projects, workflow management and reporting into Executive Committee meetings.
- Ensuring compliance and governance of partners, donors and high net worths, ensuring paperwork is complete by relevant parties.
- Maintenance of annual calendar for Board, Committees, C-Suite and SLT.
- Coordination of briefings, papers, plans and reports for projects, governance and performance.
- Coordination of agendas, pre read papers and action logs for C-Suite and SLT.
- Induction and onboarding of board members and advisors.
- Chair meetings such as Executive Committee, SLT and team meetings in the absence of C-Suite.
- Board secretary to Trustees and Chairman on various committee such as Finance and Audit, Risk and Governance and Board.
- Setting agendas for committees with c-suites, taking minutes, distributing minutes and updating and maintaining action log.
- Chairing team meetings on a weekly basis.
- Safeguarding Lead for organisation, conducting annual safeguarding training and reporting into Trustees with safeguarding incidents.
- Risk and Governance lead, ensuring risks are entered into the risk registers, learning logs are updated and due diligence is completed on partners.

Tauheedul Islam Boys' High School (Part of Star Academies)

PA to Principal – Voluntary (adhoc)

December 23 - Present

- Working on strategic documents with the Principal, such as Annual Operating Statement and Whole School Evaluation Form.

Tauheedul Islam Boys' High School (Part of Star Academies)

School Business Manager/PA to Principal

Nov 21 – December 23

- Responsible for the management of diary and events of the Principal and Senior Leadership Team.
- Ensuring the Principal's daily activities are planned and prepared for, and deadlines are prioritised.
- Facilitating communication between Principal and direct reports, cascading information and updates via Microsoft Task Planner. Sending timely reminders to direct reports to ensure deadlines and commitments are met.
- Working on strategic documents with the Principal, such as Annual Operating Statement and Whole School Evaluation Form.
- Responding to and gatekeeping all face to face meeting requests, emails, telephone calls and letters on behalf of the Principal, ensuring that they are responded to swiftly, redirecting to other members of SLT where required.
- Arranging travel, accommodation, itinerary plans when required.
- Actively attending the weekly SLT meeting, reporting on business functions and taking actions on behalf of the Principal.
- Maintaining strong professional relationships with direct reports of the Principal and with external stakeholders, acting as a confidante and ensuring that key messages are relayed to the Principal daily.
- Being the point of contact for governors, ensuring operational compliance and maintaining GovernorHub.
- Personal duties as directed by the Principal.
- Minuting minutes as and when required.
- Handling confidential and sensitive matters with the strictest of confidence.
- Responsible for the strategic leadership, line management and development of efficient HR & Recruitment, Estates, Catering and Business Services.
- School HR lead: dealing with procedural issues such as sickness, disciplinarys, absences, onboarding compliance, QA employment checks.
- Recruitment lead: managing whole school vacancies, resignations and exit interviews, workforce planning, maintaining talent pool, ensuring safer recruitment processes, coaching interview managers and ensuring compliance of interview documentation.
- Payroll lead: expenses, overtime, salary increases/increments, contract changes.
- Learning and Development lead: mandatory training compliance, career development CPD.
- Overseeing and maintaining Single Central Record.
- Responsible for the updating and maintaining of school website ensuring content is relevant and up to date.
- Experience of using MS Teams, Zoom, Sharepoint, Wordpress, OneNote, SIMs, InVentry, iTrent.

Blackburn with Darwen Carers Service

Office Manager

Sept 20 – Nov 21

- Line management responsibility for staff and operations in line with policies and procedures.
- Manage sickness absence and annual leave for office staff.
- Managing staff development and sourcing training opportunities.
- Monitoring staff through supervisions, probations, inductions and appraisals.
- Building and maintaining relationships with stakeholders and partners with the third and health sector.

- Interpreting data and producing reports quarterly and annually.
- Assisting Board of Trustees with governance.

Almond Villas

Administrator

Nov 17 – Sept 20

- Payroll – collating timekeeping information for 40 staff working various shifts in a 24 hour period, on various rates of pay across 3 different sites. Calculating pay and overtime. Applying deductions.
- HR – recruitment, pre-employment checks, reference requests, employee relations, inductions, managing annual leave and sickness.
- Training – ensuring all mandatory training is completed and managing internal and external training requirements.
- Rota's – ensuring there is day and night cover across 3 sites on a 24/7 basis. Managing the rota to ensure that annual leave, sickness and other staffing changes are updated and communicated.
- Maintaining a professional relationship with agencies to ensure emergency shifts are filled.
- Monies – managing a petty cash system of £2500. Ensuring safe and strict financial guides are followed.
- Governance – minuting a monthly governance meeting and following up actions ensuring the organisation stays compliant with CQC.
- Reporting: compiling and maintaining reports on supervisions, admissions, referrals, discharges, health and safety, safeguarding and HR related reports.

Blackburn College

Human Resources and Organisational Development Administrator

Mar 14 – Nov 17

- Provide comprehensive support in relation to Employee Relations case management, e.g. Discipline and Grievance and act as a note taker at case management and employee relations meetings.
- Process contractual / salary and wage variations.
- Process all starters and internal recruitment including issuing and monitoring appointment letters, clearance checks including Right to Work, DBS, issuing Statements of Particulars, probation monitoring and induction monitoring.
- Process all induction, probation, appraisal, holiday, special leave of absence and financial paperwork.
- Provide administrative support in relation to retirement, maternity leave, flexible working etc, liaising with internal and external service providers, processing documentation and updating databases.
- Provide comprehensive support for Recruitment and Selection including, advertising of posts, processing applications forms, preparing paperwork for shortlisting, interview letters, booking venues and administering assessment centres together with recruitment managers.
- Maintain, update and present new starter and recruitment trackers, providing reports when necessary.
- Update and version control JD's, PS, Adverts and Small Prints.
- Conduct salary surveys for hard to fill posts such as Engineering, liaise with other educational establishments.
- To maintain working relationships with external advertising supplier, and create marketing and social media campaigns for Recruitment on Facebook and Twitter.
- To assist with the Establishment Management Group process and maintain a tracking system for all approved Recruitment.

- Maintain financial records for HR, OD and Recruitment and process financial information, e.g. invoices, in line with College financial procedures and budget. Banking cash within HR and OD, and maintaining other funds within the office, safely and securely.