

Head of HR - Interim to perm

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Company: French Selection

Location: London

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FRENCH SELECTION UK

Head of HR (Interim to perm)

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Location: London

Salary: up to £50,000 pa Depending on experience

Ref: 761TK

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The Company:

Bilingual Educational Institution

Main duties:

The role will be crucial in managing all facets of human resources within the school

community. Responsibilities include overseeing recruitment, staff development, performance management, employee relations, and ensuring compliance with relevant employment legislation, including visa processes.

Work closely with leadership team to ensure the smooth HR processes and contribute to fostering a positive and inclusive work environment for all staff members.

The Role:

- Develop & implement HR policies, procedures aligned with objectives & legal requirements
- Ensure HR policies and procedures are accessible on the website
- Lead recruitment processes for internal and external positions
- Manage recruitment processes from job descriptions to exit interviews
- Ensure contract templates are current and contracts are issued promptly
- Maintain the Single Central Register for safeguarding purposes
- Provide guidance and support to managers and staff on HR matters
- Prepare monthly payroll and maintaining accurate payroll records
- Finalise HR systems implementation and maintain accurate records
- Administer employee benefits and track staff employment details & training
- Monitor absence & liaise with external Occupational Health providers
- Evaluate HR processes for efficiency and effectiveness, recommending improvements
- Manage and supervise HR Assistant tasks

The Candidate:

- Additional fluency in French would be a strong advantage
- Significant experience in HR management, preferably in an educational setting or multicultural environment.
- Strong knowledge of employment law and HR best practices in the UK.
- Excellent interpersonal and communication skills, with the ability to build positive working relationships at all levels of the organization.
- Demonstrated leadership abilities, with a proactive and collaborative approach to problem-solving.
- Highly organized and detail-oriented, with the ability to manage multiple priorities effectively.

Salary: Up to £50,000 pa Depending on experience

French Selection, leading UK-based consultancy specialising in the recruitment of bilingual and multilingual professionals for international business (industries and services). We are the leading recruitment consultancy for German, French, Italian and Spanish speaking positions. Also recruiting for positions with other languages such as Dutch, Polish, Portuguese, Scandinavian languages, Mandarin, Japanese and Arabic.

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