

Our client is a well-established bilingual international organisation based in London, providing a high-quality education in a multicultural environment. They are looking to recruit a **French-speaking HR Manager** to oversee the day-to-day HR function and ensure best practice across all aspects of the employee lifecycle. Reporting to the Head of Finance & Administration and working closely with the Senior Leadership Team, the HR Manager will provide both operational and strategic HR support while ensuring compliance with UK employment legislation and safeguarding requirements.

ROLE of the HR Manager:

- Managing the full employee lifecycle, from recruitment and onboarding through to employee relations and offboarding.
- Advising managers on a wide range of HR matters, including performance, absence, disciplinary and grievance issues.
- Coordinating safer recruitment processes and ensuring all pre-employment checks are completed.
- Maintaining HR compliance, including safeguarding records, the Single Central Register and employment documentation.
- Overseeing visa sponsorship, right-to-work checks and immigration compliance where applicable.
- Preparing monthly payroll information and liaising with the external payroll provider.
- Maintaining employee records, contracts, HR systems and personnel files.
- Producing HR reports and management information for the Senior Leadership Team and Board.
- Reviewing, implementing and communicating HR policies and procedures.
- Supporting staff engagement, wellbeing and retention initiatives.
- Line managing the HR Assistant and contributing to the continuous improvement of HR processes.

PROFILE:

- Fluent in both **French and English**, written and spoken.
- Minimum **5 years' experience** in a generalist HR role.
- **CIPD Level 5** qualified or equivalent practical experience.
- Strong knowledge of UK employment law and HR best practice.
- **Proven experience managing employee relations cases and advising managers.**
- Experience of recruitment, onboarding, HR administration and payroll preparation.
- Knowledge of visa sponsorship and right-to-work compliance.
- Previous experience within education, charity or another regulated environment would be advantageous.
- Knowledge of safeguarding, DBS checks and the Single Central Register would be an advantage.
- Experience working in an international or bilingual environment would be beneficial.
- Well organised, discreet and able to manage multiple priorities.
- Strong communication, interpersonal and IT skills.

SALARY & BENEFITS

- Salary circa **£50,000**, negotiable depending on experience.
- Comprehensive benefits package.

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