

HR Manager

Contract type: Permanent, full-time

Start date: As soon as possible /September 2026

Hours: Full-time (40h per week)

Salary: Circa £50,000 per annum, depending on experience and qualifications

About CFBL

Located in the heart of London in a listed Victorian building, the Collège Français Bilingue de Londres (CFBL) welcomes around 700 pupils from Nursery to Year 10 in a warm, multicultural and nurturing environment.

Rated Outstanding by Ofsted, CFBL delivers a bilingual education based on an enhanced version of the French National Curriculum. The school promotes academic excellence, cultural openness and personal development, preparing students for a wide range of academic pathways, including the French Baccalauréat, IB and A-Levels.

Our diverse and international staff value professionalism, collaboration, innovation and care. This is an exciting opportunity to join a bilingual school community and contribute to the continued development of a high-quality HR service.

The Role

CFBL is seeking an experienced, proactive and highly organised HR Manager to lead the school's HR function and provide a professional, compliant and people-focused HR service across the school.

Reporting to the Head of Finance and Administration, the HR Manager will be a member of the Senior Leadership Team and will work closely with the Headteacher, other SLT members, Designated Safeguarding Lead on HR, staffing and compliance matters

The HR Manager will oversee the full employee lifecycle and ensure a professional, compliant and people-focused HR service across the school. This will include safer recruitment, onboarding, HR and safeguarding compliance, visa, right-to-work and sponsor compliance processes where applicable, employee relations, payroll preparation, absence management, HR systems, policies and staff communications.

This is a hands-on role requiring both operational delivery and sound HR judgement. The successful candidate will be comfortable working in a busy school environment, managing competing priorities, advising managers, maintaining accurate records and ensuring strong safeguarding and compliance standards.

Key responsibilities

- Work closely with the Headteacher, SLT, Designated Safeguarding Lead and operational teams to ensure the HR function supports both compliance and the operational needs of the school.
- Provide practical HR advice and support to managers on employee relations matters, including conduct, capability, performance, grievances and absence management.
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- Oversee key HR operations, including contracts, employee records, HR documentation, staff files and benefits administration.
- Coordinate safer recruitment and onboarding processes..
- Maintain HR compliance processes, including the Single Central Register, safeguarding-related employment checks and alignment with KCSIE requirements.
- Be the point of contact for any queries regarding visa, right-to-work and sponsor compliance processes and immigration audit.
- Prepare monthly payroll information and be the point for any queries from the team and payroll provider.
- Support the effective use and improvement of HR systems, HR data and reporting, including preparation of HR information for SLT and the Board.
- Support the review, implementation and communication of HR policies, HR intranet updates and employment-related procedures.
- Contribute to staff wellbeing, engagement and retention initiatives, helping to promote a positive and professional working culture.
- Line manage the HR Assistant

Person Specification

Qualifications and experience

Person specification

- Fluent French and English, spoken and written, essential.
- Minimum 5 to 7 years' HR experience, ideally in a generalist HR role.
- CIPD Level 5 qualification, or equivalent experience.
- Strong knowledge of UK employment law and HR best practice.
- Solid experience advising managers and managing employee relations cases.
- Experience with recruitment, onboarding, HR administration and payroll preparation.
- Experience in a school, education, charity or regulated environment would be an advantage.
- Understanding of safer recruitment, DBS checks, safeguarding compliance and the Single Central Register would be desirable.
- Experience in a bilingual / international environment would be an advantage.

Skills and attributes

- Excellent organisation and attention to detail.
- Strong discretion and ability to handle confidential matters.
- Clear communication skills in both French and English.
- Confident in advising managers and building trusted relationships.
- Practical, solutions-focused and able to balance compliance with school needs.
- Strong IT skills, including HR systems and spreadsheets.
- Commitment to safeguarding and the values of the school.

Salary and Benefits

In addition to a competitive salary of circa £50,000 per annum, depending on experience and qualifications, CFBL offers:

- Access to an annual professional development and training programme.
- A flexible benefits allowance of up to £2,000 per year.
- Discounted school fees for children enrolled at CFBL.
- Free balanced meals, freshly prepared on site.
- Access to internal courses depending on demand.
- Perkbox benefits programme.
- Private health insurance.
- Life insurance.

Safeguarding and Child Protection

CFBL is fully committed to safeguarding and promoting the welfare of children and young people. All staff share this commitment.

The successful applicant will be subject to:

- An Enhanced DBS check including children's barred list information where the role is assessed as regulated activity.
- A declaration of non-disqualification.
- Verification of two recent professional references.
- Right to work checks.
- Any other safeguarding checks required for the role.

CFBL is an equal opportunities employer and is committed to fostering a diverse and inclusive working environment.

Right to Work in the UK

Please specify in your application your right to work in the UK.

How to Apply

Applications must be submitted using the CFBL application form. A CV and a covering/motivation letter should also be submitted in support of the application.

[Please send your completed application](#), CV and motivation letter to recruitment@cfbl.org.uk by **Thursday, 30th July 2026**.

Applications will be reviewed on a rolling basis, and early applications are encouraged. Depending on the number of applications received, initial interviews may take place from the week commencing **Monday, 3 August 2026**, although they are more likely to begin during the week commencing **Monday, 17 August 2026**.

The preferred start date for this role is **Thursday, 27 August 2026**, or as soon as possible thereafter, to support the start of the new school year.

CFBL reserves the right to interview suitable candidates before or after the stated deadline and to close the recruitment process early if an appointment is made.

Shortlisted candidates may be subject to online searches as part of CFBL's safer recruitment due diligence.