



EduExec Recruitment  
Limited

**EER93**  
School Business Manager  
London  
6 Weeks

Experienced School Business Manager with a proven track record in strategic finance, HR, compliance, and operations across diverse educational settings.

## EER93

### Profile:

I am a strategic and solution-focused School Business Manager based in London with extensive experience across finance, HR, operations, and compliance in diverse educational settings. Skilled in leading financial planning, optimising resource allocation, and delivering sustainable business strategies that support pupil outcomes. Adept at building strong relationships with senior leaders, governors, and local authorities, while ensuring compliance with statutory frameworks. Experienced in supporting schools through complex organisational changes, including multi-phase settings and the establishment of a new sixth form, demonstrating adaptability and readiness to operate across Multi-Academy Trust structures. I am seeking opportunities to further apply my expertise in strategic financial and operational leadership to drive efficiency, sustainability, and organisational success.

### Skills:

- **Strategic Financial & Business Management:** Budget forecasting, resource allocation, and risk mitigation to support sustainable school operations.
- **Leadership & Team Management:** Leading cross-functional teams across finance, HR, facilities, compliance, IT, and administration.
- **Compliance & Governance:** Ensuring adherence to Health & Safety, GDPR, HR, safeguarding, payroll, and policies.
- **Stakeholder Engagement & Communication:** Reporting, presenting, and liaising with governors, senior leaders, local authorities, and diocesan representatives.
- **Systems & Technical Proficiency:** Novus Accounting, RM Finance, ACCESS, SIMS, Integris, Parentpay, ParentMail, MS Office, Google Suite. Quick to learn new systems and implement process improvements.
- **Operational Excellence:** Strong organisational skills, attention to detail, and ability to manage high-priority workloads under pressure.
- **Professional Attributes:** Honest, dependable, adaptable, and ambitious.

### Education and Qualifications:

University of Westminster (Sep 2012 – Aug 2015)  
Criminology BA Honors, 2:1

Sir John Cass Sixth Form (2010 – 2012)  
A LEVEL English Lit/Lang, B. Psychology, C. Sociology, C.

Bethnal Green Technology College (2005 – 2010) GCSE  
English Lit/Lang, B, A      Maths, C      Triple Science, C, C, C  
ICT, B      Drama, A      Citizenship, B



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### **Additional Training and Qualifications:**

- AAT Level 2 Certificate in Accounting via Kaplan Financial (Present)
- Managing Safety in Schools via Haringey Local Authority (November 2025)
- Level 4 Diploma for School Business Managers via Serco (January 2024)
- Safer Recruitment in Education Training via NSPCC (September 2020)
- DBS Administrator and Verifier Training via Hackney Education (October 2020)

### **Employment:**

#### **School Business Manager at London Primary School (12<sup>th</sup> April 2022 –Present)**

- Provide strategic leadership in finance and budgetary management, ensuring sustainability and efficient deployment of resources.
- Developed and implemented a cost-efficient ICT strategy, renewing faulty servers and establishing secure systems in line with GDPR, while creating a fully functional computer suite for pupils at no additional cost to the school.
- Advise governors, senior leaders, and the Diocese with financial reporting and risk analysis to support strategic decision-making.
- Lead compliance across finance, HR, Health and Safety, GDPR, and estates, ensuring alignment with statutory requirements.
- Manage and develop teams across administration, caretaking, and IT, improving workflow efficiency and staff development.

#### **School Operations Manager at London based SEN School (3rd Sep 2018 – 31<sup>st</sup> January 2022)**

- Directed all non-teaching functions, including finance, HR, premises, IT, and marketing, ensuring efficient operations that supported improved pupil outcomes and overall school performance.
- Led and implemented a comprehensive staff restructure, collaborating closely with HR and finance teams to redesign roles, optimise staffing costs, and maintain operational efficiency, successfully mitigating financial risk while ensuring smooth transition for staff and continued support for school objectives.
- Built and led multi-disciplinary teams across administration, facilities, and catering, improving workflow efficiency, accountability, and service delivery.
- Partnered with Local Authority and Executive Head, ensuring full compliance with statutory regulations and optimising resource allocation to maximise operational effectiveness.



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### **Earlier Roles in Education:**

#### **Receptionist/ Administrative Assistant at Primary School (25<sup>th</sup> Sep 2017 – 24<sup>th</sup> July 2018)**

#### **Receptionist/ Administrative Assistant at Primary School (via Hays Recruitment) (Apr 2016 – Dec 2016)**

- Finance administration: Invoice processing, payroll input, and maintaining records.
- Maintained accurate pupil and HR records using SIMS, Integris, Wauton Samuel

#### **Teaching Assistant at Primary School (Jan 2017-Aug 2017)**

- Team teaching: Supported teacher in planning and delivering lessons
- One to one support for higher level pupils in English
- Supported special educational needs pupils: Experience working with pupils with autism, global speech and language delay and hearing impairment

#### **Roles within Education via Hays Recruitment (Jan 2016 – April 2016)**

- Teaching Assistant – Within Secondary and Primary Schools, Mainstream and SEN
- Midday Supervisor: Cleaning and tidying the dining hall and making sure the playground is a safe environment
- Receptionist/Front of the House: Using Wauton Samuels and SIMS to input data
- Invigilator: Setting up the hall for exams, providing support for secondary students in their exams

### **Voluntary Work:**

#### **Volunteer Fundraiser for Penny Appeal Charity Organization (Oct 2016 – Dec 2018)**

- Sales, customer service and strategic financial planning.
- Writing blogs: <https://pennyappeal.org/news/team-talk-blog-1>

#### **Administrative Assistant at Gateway Global Travel (Apr 2017 – Aug 2018) (Flexible)**

- Sales, customer service and administration.
- Marketing: Writing blogs, creating and distribution of leaflets

#### **Teaching Assistant at Bethnal Green Academy (2014 – 2016) (Flexible)**

- Cover supervisor: Lead classes during teacher absences
- Classroom support: working with groups of pupils and one to one support, supporting teacher

#### **Researcher Assistant at University of Westminster (Oct 2014 – Jun 2015) (Flexible)**

- Conducted secondary research for a theoretical perspective, British Convict Criminology
- Administrative tasks: writing letters, emails, creating tables, created newsletters for prisoners
- Transcribed interviews of ex-offenders and supported rehabilitation processes.

### **Hobbies and Interests:**

I enjoy reading books across genres, creative writing, and attending community events.