



**EduExec Recruitment
Limited**

EER87
Data Manager
London
One Month Notice
£52,000

Operations & Data Management
Expert: Over 8 years' experience
optimising processes, implementing
MIS systems and leveraging data
analytics (Power BI) to support strategic
decision-making, improve operational
efficiency.

EER87

PROFESSIONAL SUMMARY

Results-driven operations and data management professional with over 8 years' experience in the education and corporate sectors. Skilled in optimising processes, implementing systems, and leveraging data analytics (Power BI, Bromcom) to inform strategic decision-making. Adept at managing cross-functional projects, supporting senior leadership, and ensuring compliance with statutory and organisational requirements. Proven ability to enhance operational efficiency, improve stakeholder engagement, and deliver measurable outcomes.

CORE COMPETENCIES

Operations Management: Strategic Planning, Process Optimisation, Data-Driven Decision Making, Resource Allocation, Timetabling & Scheduling, Statutory Compliance, Payroll & HR Support. Project Management: Project Lifecycle Management, System Implementation (Bromcom, Applica+), Stakeholder Management, Event Coordination, Change Management Executive Support: Diary & Calendar Management, Senior Leadership Support, Minute Taking (Governors & Hearings), Confidential Correspondence, Report Preparation Technical Proficiencies: Microsoft Office Suite, Power BI, Bromcom MIS, SISRA, Applica+, Data Analysis & Reporting

PROFESSIONAL EXPERIENCE

London Secondary Academy – Data Manager (Dec 2021 – Present)

- Developed and delivered bespoke training on Bromcom MIS and Power BI to 50+ staff, reducing data-related helpdesk tickets by 50% and increasing departmental independence in data analysis.
- Led the configuration and management of Bromcom MIS, maintaining the academy's assessment recording and reporting systems to enhance data accuracy and availability.
- Designed and implemented the annual whole-school timetable for 100+ staff and 1,000+ students, optimising resource allocation and ensuring operational readiness ahead of schedule.
- Project-managed the launch of a new parental engagement platform; delivered training, implemented automated reminders, and increased parental login rates and event participation by 60%.
- Provided executive-level administrative support to senior leadership, produced actionable performance reports, using KPI's identifying trends in attendance and behaviour to support targeted interventions and improve outcomes.
- Managed statutory returns, including the school census, and collaborated with local authorities to ensure compliance and timely submissions.
- Provided HR and payroll support, including maintaining staff records, managing absence data, and ensuring accurate monthly payroll processing.
- Recorded and prepared confidential minutes for governor meetings and exclusion hearings, ensuring legal compliance and secure handling of sensitive information.
- Coordinated the school calendar, ensuring alignment of key events, assessments, and operational deadlines



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**Large London Secondary – Data & Admissions Executive
(Mar 2018 – Dec 2021)**

- Project-managed the implementation of Applica+ admissions software, reducing manual data entry by 70% and streamlining the application-to-enrolment process.
- Organised high-profile events including open days, parents' evenings, and graduation ceremonies.
- Produced tailored performance and compliance reports for SLT and Ofsted inspections.
- Oversaw Reception and Secondary admissions as discrete projects managing timeliness, stakeholders and compliance, and presenting to governor panels.
- Delivered accurate statutory returns and census submissions in line with government requirements.
- Recorded and prepared confidential minutes for meetings, ensuring accurate and secure documentation.

London School – Administrator (Feb 2018)

- Provided PA and administrative support to the Headteacher, including diary management, correspondence, and document preparation.
- Maintained accurate pupil attendance records and oversaw admissions documentation.

London School – Teaching Assistant (Apr 2017 – Jan 2018)

- Supported SEN students through targeted interventions and assisted in classroom learning delivery.

Services Business – Operations Executive (Mar 2016 – Nov 2016)

- Managed operational projects related to logistics and customer service for nationwide car deliveries, ensuring timely fulfilment and customer satisfaction.
- Coordinated with suppliers and internal teams to ensure delivery schedules were met.
- Handled finance and payment documentation, ensuring compliance with regulations.



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PROFESSIONAL DEVELOPMENT

- Level 4 Diploma for School Business Managers (2020)
- Short Course in Human Resource Management (2018)
- Level 1 Safeguarding Children (2017)
- Behaviour Management Workshop (2017)
- SEN Education Workshop (2017)

EDUCATION

University of Hertfordshire — BA (Hons) Business/Law (2:1)

Modules included: Accounting, Marketing, Law of Contract, Cross-Cultural Management, Company Law

Hillsyde Sixth Form — BTEC National Diploma in Business (Double Distinction), AS/A2 Art (C)

Sydenham School — 9 GCSEs (A–C, including Maths and English)

INTERESTS

Passionate about education, creative arts, and community engagement. Volunteer experience includes running revision classes for students. Active lifestyle enthusiast with a strong interest in music, travel, and cultural experiences. Active supporter of charitable causes.