



Candidate Brief for the position of

Senior Ambassador – Business Development
(Part-Time)

Ed-admin UK Ltd

Opening doors and helping schools choose Ed-admin
across the UK independent schools sector

Introduction

Ed-admin is an established international school management platform, used by hundreds of schools. Having launched in the UK earlier this year, we are now looking to appoint a well-connected and respected figure from the UK independent schools sector to help us secure our first UK clients.

This is a part-time, commercially focused role. It would suit someone whose relationships and reputation within the sector can open doors, and who would enjoy helping schools make a confident decision about a platform they believe in.

Ed-admin UK is part of a growing international education technology group. We work with schools across more than 75% of the independent school market in South Africa, including St Andrew's College and St Stithians College (both G30 founding members), Kearsney College, St Anne's Diocesan College, Roedean School, St Mary's School, Diocesan School for Girls (DSG), Durban Girls' College, Rondebosch Boys' High School, SACS (South African College Schools), Peterhouse Group of Schools, Dainfern College, Epworth Independent High School for Girls, International School of Cape Town (ISCT), King Edward School (KES), Kingswood College and Parklands College.

About Ed-admin

Ed-admin provides a modern, cloud-based school management platform that supports every aspect of school operations, from admissions, attendance and curriculum management through to finance, communications and parent engagement. Our mission is to help schools achieve academic excellence through operational simplicity.

What sets Ed-admin apart:

- **Product depth.** A true all-in-one system, replacing the patchwork of separate tools many schools rely on today.
- **Hands-on support.** Each school is connected with a dedicated Ed-admin team member whom they can contact directly, rather than a ticketing queue.
- **Flexibility.** The product adapts to the school, not the other way round, with flexible annual pricing rather than multi-year lock-ins.





The Opportunity Key Responsibilities

Since launching in the UK, Ed-admin has been demonstrated to a significant number of independent schools, and the response has been consistently strong. Schools recognise the depth of the platform and see it as a clear improvement on their current systems.

Changing a school's core management system is, however, a significant decision involving many stakeholders. Schools understandably look for reassurance before committing to a provider that is new to the UK, and that reassurance most often comes from people they already know and trust.

The role is therefore commercial at its core. You will:

- **Open doors** to schools within your network that would not otherwise engage with a new provider.
- **Help schools reach a decision**, working alongside our team with schools that are already evaluating Ed-admin.

You will have live opportunities to work on from the outset, with an established pipeline of schools already engaged. Your relationships and standing in the sector will lend credibility that would otherwise take years to build.

Opening doors

- Make warm introductions to Heads, Bursars, Directors of Operations and other decision-makers within your network
- Secure first conversations and demonstrations with schools that would not otherwise engage with a new provider

Helping schools reach a decision

- Join selected meetings with schools already evaluating Ed-admin, speaking as a credible and trusted peer
- Help us understand each school's decision-making process, key stakeholders and concerns, and how best to address them
- Provide reassurance to senior leadership teams and governing bodies considering a change of system

Representing Ed-admin in the sector

- Attend selected conferences and events alongside our team, such as those run by IAPS, ISBA, HMC, GSA and BSA

Market insight

- Share feedback from schools to help ensure the product reflects the practical realities of UK independent schools



We are looking for someone who has

- A deep, credible network across the UK independent schools sector, with active relationships they are willing to draw on for Ed-admin
- Significant senior experience within independent schools, for example as Headteacher, Deputy Head, Bursar, Director of Operations or another senior leadership role
- Credibility and influence among Heads, Bursars and governors
- An understanding of how independent schools select and procure major systems; experience as a Bursar, or involvement in selecting a school management or finance system, would be particularly valuable
- Comfort in a commercial role, and motivation to achieve tangible results
- Strong interpersonal and relationship-building skills
- A genuine belief in the value of good technology for schools

Who Should Apply?

This opportunity would particularly suit someone who:

- Has held a senior role in UK independent schools and maintains an active network across the sector
- Is recently retired or approaching retirement, or holds a portfolio of roles, and wishes to remain closely involved with schools
- Enjoys building relationships and helping people reach good decisions
- Is motivated by the prospect of helping establish a new platform in the UK and sharing in its success

Above all, we are looking for someone who is ready to put their relationships to work on Ed-admin's behalf, and who is excited to play a direct part in bringing our first UK schools on board.



Why Join Us?

This role offers the opportunity to:

- Play an instrumental part in establishing Ed-admin in the UK independent schools sector
- Share directly in that success through a performance-linked reward structure
- Work closely with an experienced, entrepreneurial leadership team
- Help schools move to a platform that genuinely improves the daily work of their staff, parents and pupils
- Enjoy flexible, part-time involvement designed around your availability

Time Commitment

This is a flexible, part-time appointment, and the precise level of involvement will be agreed with the successful candidate. We expect it to include:

- Regular introductions and outreach within your network
- Joining selected meetings with schools, in person or online, as opportunities progress
- Attendance at selected education conferences and events
- Regular catch-ups with our leadership team to review progress and opportunities

Involvement is likely to be most intensive in the early months, as we work together to bring our first UK schools on board.

Remuneration

Remuneration will be discussed with shortlisted candidates. It will include a significant performance-related element linked to successful introductions and schools signed, and may be combined with:

- A retainer or advisory fee
- Equity participation, in time

We are open to discussing the arrangement that works best for both parties.

Looking Ahead

The role has room to grow alongside the business. As Ed-admin UK develops, we intend to establish an Education Advisory Board, and the successful candidate would be well placed to become a founding member. For the right individual, there may in time be an opportunity to take on a formal Non-Executive Director appointment.

Get in touch

To discuss this opportunity in confidence, or to nominate someone who would be a strong fit, please contact:

Jason Moore – Ed-admin UK Ltd
jason.mo@ed-admin.com

We would be grateful if you could forward this to anyone in your network who may be interested.

Ed-admin

An All-in-one Solution for Your Institutions



How to Apply

To apply, please email your CV and a covering letter to **jason.mo@ed-admin.com**, with the subject line: Senior Ambassador – Business Development application.

In your covering letter, please outline your network within the UK independent schools sector and how you would use it to help Ed-admin secure its first UK schools.

Names, addresses, email addresses and telephone numbers of three referees (including current and past direct line managers) are required, but will only be taken up with each candidate's consent.

Applications will be considered on a rolling basis, and therefore early application is advised.

Short-listed candidates will be invited to interview in October 2026, with a start date as soon as possible.

