



Paul Swalwell

Business Manager /
Bursar

your
future
matters

Job title / brief description of what you do:

I look after the day-to-day running of a busy school including the Marketing, HR and Finance among many other tasks. Every day is different in this job. It means you have to think fast, prioritise and make well-informed decisions.

How did you get into your job?

I went to college to study my A-Levels and then to York University before travelling. After that I returned to university where I studied journalism and gained the vocational skills I needed to get into the sector I wanted to work in. A healthy curiosity, more studying and hard work helped me move across from Marketing and PR into this wide-ranging role.

What personal qualities do you need to do your job?

Being a people person helps greatly, as does honesty, having a positive outlook and a great work ethic.

Who has been the most influential person in your life for helping you to get where you are today?

I had some great teachers and some influential managers but my friend's mum who used to be a Headteacher at a local primary school taught me to value what I could do and to work hard at being the best I could be. These are valuable lessons for anyone.

What would you tell your 16 year old self if you could go back and give them some advice?

Look ahead, try new things, work hard and learn from your mistakes.