

Job Description and Person Specification

Job title	Commercial Manager
Employment Status	Permanent, Full-time with the option of Part time (0.8)
Working Pattern	37 hours a week all year round 8.30am to 4.30pm Monday to Thursday (4pm Friday) Half hour unpaid lunch break
Annual Salary	£38,529 (A33) to £42,682 (A37) plus bonus if agreed KPIs are met

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to adhere to the School's Safeguarding Policies and Procedures.

Responsible to:

The Estates & Facilities Manager for line management responsibilities and the Bursar & Chief Operating Officer, who has overall responsibility for support staff.

Responsible for:

The Commercial Manager will be responsible for the development and implementation of an ambitious strategy to generate income from a range of commercial offerings.

We have a vision that the School's estates are being utilised at all points of the year in a way which is respectful and complementary to the School's needs and where the income generated contributes directly and materially to the School's overall purpose - that through an outstanding all-round education, King Edward's pupils acquire the tools and the confidence to flourish and be happy today and to be ready for whatever the future may hold.

Main Responsibilities:

1. Developing, implementing and leading on the School's commercial offerings strategy so as to ensure that the School's commercial operations deliver long term profitable income which complements the purpose and values of KES.
2. Identifying, developing and responsibility for the delivery of a range of new activities to generate commercial income, ensuring a blend and balance of high quality activities covering, for example, holiday camps, specialist sports, music, drama courses and the School's existing Easter Revision programme.
3. Ensuring that the School maximises its lettings offerings across all School facilities building on our current lettings programme.
4. In developing and implementing the lettings offerings, ensuring that all offerings positively balance, and actively manage, the School's requirements for the use of its facilities with opportunities to hire and let facilities to generate external income.
5. Identifying, recruiting (in liaison with the School's HR Department) and managing appropriate staff to deliver the range of commercial activities identified.
6. Providing ultimate management and oversight of all commercial activities conducted at the School, either delivered directly by School employed personnel or those delivered by third parties.



7. Building and maintaining effective working relationships with all stakeholders internally and externally to enable the smooth operation of the School's commercial operations.
8. Managing the marketing, communications, advertising, branding, websites and social media channels relating to the School's commercial operations, in liaison with the School's Marketing team.
9. Developing and managing income and expenditure budgets and preparing appropriate business cases for capital and other investment required to deliver the School's commercial operations.
10. Helping to maintain excellent relationships, where relevant, with neighbours, community groups, the Local Authority etc to nurture the School's community involvement aims and objectives.
11. Attending relevant Governor and Senior Management Meetings to discuss and present reports on the School's commercial operations.
12. Ensuring that all obligations regarding safeguarding, health and safety, Independent Schools Inspectorate (ISI) and other legislative requirements which relate to the commercial operations are met.
13. Implementing and reviewing School policies pertinent to all areas of responsibility, and to support and uphold the School's policies generally.

The above list is not exhaustive but summarises the key roles to be performed and other duties may be required and directed by the Estates & Facilities Manager. A willingness to respond supportively to changing circumstances and/or the changing needs of the School is part of working in a school environment and is expected of the postholder. Given the nature of the role, the Commercial Manager will be required to be at School outside of normal working hours, and, on occasion, site attendance may be needed to deal with emergency call-outs relating to external users.

Pension Scheme

If applicable, you will be automatically enrolled into the King Edward's School, Bath Group Personal Pension Plan with an employer's contribution of 6% of salary, to be matched by a 2% employee contribution.

DBS Clearance

All appointments are made subject to satisfactory DBS clearance. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.

Safeguarding

All staff are in a position of trust and have a duty to keep children and young people safe and to protect them from neglect and physical and emotional harm. This duty is in part exercised through the development of respectful caring and professional relationships between staff, children, and young people. Staff are expected to be familiar with the local child protection arrangements and understand their responsibilities in order to safeguard and protect children and young people.

Person Specification

Qualifications	Essential	Desirable
A good standard of general education (A Level or equivalent)	✓	
Evidence of continuing and relevant professional development	✓	
Evidence of managerial training and/or financial training		✓
Knowledge and Experience	Essential	Desirable
Experience of identifying and developing new streams of income	✓	
Experience of dealing with customers in a client-facing environment	✓	
Experience of preparing and working with budgets	✓	
Proficient with IT e.g. Microsoft programs such as Word, Excel	✓	
Management experience in a similar sector (for example in the Sports, Leisure or Hospitality sectors).		✓
Experience working in a school or educational environment		✓
Sound understanding of the service ethic and a commitment to providing consistently high levels of customer service		✓
Knowledge and understanding of and a commitment to safeguarding, equal opportunities and health and safety		✓
Personal Qualities	Essential	Desirable
Excellent communication and interpersonal skills and the ability to interact with people at all levels	✓	
Excellent organisational skills with attention to detail and ability to manage and prioritise work.	✓	
Energy, enthusiasm, and the ability to work under pressure and to agreed deadlines.	✓	
A proactive approach, able to work independently.	✓	
Ability to work and participate as part of a wider team.	✓	
Commitment to continuous professional development	✓	
Empathy with the aims and purpose of an independent school.	✓	