



JOB DESCRIPTION

Commercial Coordinator

Job description		
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.		
Organisational Information:	Reporting to:	Estates Bursar
Summary of the role:	The Commercial Coordinator reports directly to the Estates Bursar and works closely with other members of the Strategy and Senior Leadership teams. They are responsible for developing and implementing strategies to maximise commercial revenue streams, manage budgets effectively, and foster positive relationships with stakeholders. In time this role is expected to transition into a separate trading company.	
Main duties and responsibilities:	<ul style="list-style-type: none">• Act as the lead for all commercial activities including lettings, camps, facility hire, filming, retail, private, public and corporate events etc.• Manage the growth and development of commercial income streams utilising school facilities and resources.• Develop and deliver plans to maximise the delivery of non fee related income including retail.• With the Estates Bursar, help coordinate the planning and delivery of major school events such as Founders Day.• Develop and maintain all contract documentation relating to commercial activity.• Build and maintain excellent customer relations.• Conduct all business in line with local licences and agreed school policies and in a manner that is aligned with the school's vision, values and objectives.• Collaborate closely with all school departments to ensure seamless coordination and alignment of commercial activities.• Develop and monitor key performance indicators and report to Governors and senior management as required.• Oversee the operation of the school uniform shop to maximise sales and develop new ideas and initiatives to increase income.	

	<ul style="list-style-type: none"> Assist the Estates Bursar in implementing and monitoring SHE policies such that all commercial activity on site complies with applicable Health and Safety legislation. Assist the schools DSLs in implementing and monitoring Safeguarding policies such that all commercial activity on site complies with applicable Safeguarding standards and legislation. In conjunction with the Estates Bursar support the CAPEX and Facilities Management programme to ensure the needs of the commercial programme are balanced with those of the school. <p>This Job Description and areas of responsibility may be developed to reflect the strengths of the post holder, their areas for development and aspirations. Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified. The post holder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary.</p>
Safeguarding	<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</p> <p>If in the course of carrying out these duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the Designated Safeguarding Lead (DSL) or to the Head immediately.</p> <p>The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment</p>
Person Specification: Qualities, Knowledge, Skills & Attributes	<p><u>Essential</u></p> <ul style="list-style-type: none"> Proven experience in a commercial or business development role, ideally in the education sector. Strong business acumen with a track record of developing and implementing successful commercial strategies. Excellent communication, negotiation and interpersonal skills. Proficiency in financial management and budget control. Flexibility to work weekends and holidays as required. <p><u>Desirable</u></p> <ul style="list-style-type: none"> Leadership and the ability to inspire and motivate across functional teams. Knowledge of relevant legal and regulatory frameworks governing commercial activity. Experience of Event Management. Familiarity with normal office IT systems and financial management systems.
Salary and Benefits	<ul style="list-style-type: none"> Initial one year fixed term contract Salary range £27,733 - £32,136 dependent on experience.

	<ul style="list-style-type: none"> • 40 hours per week (including 30 minutes unpaid lunchbreak), 52 weeks per year • 25 days holiday, plus bank holidays • Professional development opportunities and ongoing internal CPD • Healthcare Cashback Plan • Employee Assistance Programme • Doctorline - 24 hour GP Access • Contributory Pension Scheme • Cycle to Work Scheme • Lunch provided during term time when the kitchens are operational • Free onsite parking • Flexible working applications will be considered and can be discussed at interview.
Terms & Conditions	All other terms and conditions are those as referred to in your letter of appointment and contract.