



**MOUNT
KELLY**

Boarding and Day School
Boys and Girls, Aged 3-18

Commercial Manager

The Commercial Manager is responsible for the commercial activities of the Foundation and driving forward commercial partnerships alongside the Head Master and Director of Finance and Operations (DFO).

The role will report to the DFO.

Duties and Responsibilities

- To develop and implement the strategy for commercial growth within the Foundation's activities, in both domestic and international markets
- To maximise commercial opportunities all year round
- To ensure all commercial activity is safely delivered and adheres to statutory obligations
- To develop and maintain an excellent understanding of the Foundation's brand and its clients
- To work closely with key internal stakeholders (e.g. Housekeeping Manager, Premises Manager) and senior leaders in order to integrate efficiently commercial activity within the wider operations of the schools
- To deliver against agreed commercial targets, both financial and non-financial, and in line with business objectives
- To collate, analyse, communicate and report business data and customer feedback
- To attend and present to the Board of Directors of the commercial companies, and to present at Governor meetings as required.
- To take responsibility for delivery of key commercial contracts and partnerships, including monitoring of agreed KPIs
- To develop corporate relations and to enhance the Mount Kelly's reputation and interests within the wider community and beyond
- To work in conjunction with the Swim Centre Manager to maximise commercial activity of swimming facilities
- To ensure the effective welcome and management of groups, working closely with the Swim Centre Manager and Premises Manager (Responsible Safety Person) in regards to Health and Safety
- To ensure compliant safeguarding procedures and training as required
- To develop and maintain commercial links with the local and regional swimming community
- To develop and strengthen existing partnerships with key stakeholders such as ASA, British Swimming, Sport England, Local Authorities, Active Devon, Schools Partnerships and other organisations that assist in the development of community participation
- To liaise closely with the Director of Swimming and the Swim Centre Manager to develop and implement plans for the development of all aquatic sports and activities
- To work closely with the Marketing & Communications Manager to develop and implement a clear and concise marketing strategy

- To manage the contractual delivery of the School Shop, working closely with the Admissions Manager and Head Master on agreed school uniform, and the DFO for the provision of staff uniform.

Other

- To oversee complaints in relation to commercial activity whilst adhering to the processes as set out by the Foundation
- To understand relevant regulations and ensure that all commercial activity is regulatory compliant
- To maintain appropriate policies and ensure they are up to date and relevant
- Other ad-hoc tasks and responsibilities as reasonably requested

Personal Specification

| Skills, and Knowledge | <ul style="list-style-type: none"> • Strong values • Excellent leadership skills • Expert negotiating and influencing skills • Excellent communication skills, verbal and written • Excellent organisational and project management skills • Ability to take responsibility for tasks, prioritising and scheduling personal and team workloads to ensure deadlines are met • Developed analytical and research skills • Ability to collate and present statistical data • Knowledge of a wide range of marketing techniques and concepts • Expertise in developing strategic plans • Enthusiastic, results driven, co-operative • Ability to build strong external relationships to enhance and strengthen the Mount Kelly profile • Commercially astute and customer focused |
|-------------------------------------|--|
| Knowledge and Qualifications | <ul style="list-style-type: none"> • Educated to degree level in relevant subject e.g. Marketing, Finance • Commercial background • Extensive experience and success in senior management • Evidence of continued professional development over a sustained period of time • Experience of budget management, financial planning and income generation |
| Other Requirements | Satisfactorily meeting the pre-employment checks outlined for safer recruitment practice including Enhanced Disclosure and Barring Service (DBS) check, references, qualifications and legal entitlement to work in the UK |

The post-holder should be aligned with the School's values:

COMPASSION

Empathy Tolerance Kindness

We treat others with compassion; demonstrating empathy, tolerance and kindness in all that we do

COURAGE

Determination Resilience Grit

We act with courage; demonstrating determination, resilience and grit in the face of both opportunity and challenge and always striving to learn through life's journey

HUMILITY

Modesty Gratitude Selflessness

We behave with humility; we are modest in our success, grateful for our blessings and selfless in the way that we share them

RESPECT

Courtesy Service Consideration

We value and respect every person equally; always seeking to serve those around us and treating all with courtesy and consideration

COMMITMENT

Dedication Loyalty Endurance

We demonstrate commitment to our School and to those around us, making the most of opportunities available; we are dedicated, loyal and always endure through to the end

INTEGRITY

Honesty Decency Morality

We value integrity above all; we are honest with ourselves and others, conducting our lives with decency whilst striving for the highest moral standards

Mount Kelly is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post-holder will be engaged in regulated activity with children and has a duty to protect the welfare of children. Child protection training is a statutory requirement in order to provide proper care to vulnerable pupils and be able to implement safe working practices.