

Commercial Manager Job Description and Person Specification

Main purpose of the role

Reporting to the Chief Operating Officer, managing a portfolio of commercial projects and revenue generating activities across the group of schools at the Trust.

Key responsibilities

- To increase commercial income across the Trust by managing the following
 - i. Implementing a new management system that introduces a commercial revenue generating operation at a Sports Centre
 - ii. Letting of school premises for holiday clubs, summer camps, etc.
 - iii. Review and challenge of existing pricing agreements to identify opportunities for income growth
 - iv. Managing partnerships with agents for international pupils
 - v. Progression of a caravan park / camping facility
- This role requires excellent stakeholder management. A key feature will be the ability to collaborate with Heads and Operations Managers to look at opportunities whilst being mindful of the potential impacts on existing school operations and guide them through the process.

Person Specification

- It is important to have a good understanding of school systems and operations in order to ensure that the commercial activities are compatible with these.
- The successful candidate must be commercially minded and sufficiently experienced to represent the Trust in commercial negotiations.

1. Essential

- Excellent organisational skills with the ability to prioritise complex and competing tasks
- Ability to work independently and be self-motivated
- Ability to manage across a diverse range of stakeholders
- High standards of written and oral communication
- Knowledge of law concerning commercial contracts

2. Desirable

- Knowledge of school operations including the boarding environment
- Experience of commercial negotiations



3. Personal characteristics

- Good team-working and communication skills, including the ability to communicate and build rapport with colleagues at all levels across the business
- Confident self-starter and able to work to agreed outcomes without constant supervision
- ‘Can-do’, hands on attitude and the willingness to take on cross-functional tasks across the office to support colleagues where necessary
- Ability to influence colleagues to deliver to agreed deadlines
- Ability to introduce and administer change

This role will require travel to school sites and other external meetings. Given the location of some of our sites, it is probably necessary to have a personal car and be willing to drive to appointments.

Reporting to Chief Operating Officer

Employee Signature Date

Print Name

Manager Signature Date

Print Name