

Commercial Manager

Salary NJC Scale LC2 (points 24 - 28)

£28,672 - £32,234

Plus generous commission scheme

Full time, Permanent

Due to the creation of an exciting new role, Rydal Penrhos is seeking a Commercial Manager who can maximise the School's non-tuition income.

The successful candidate will find innovative in ways to interact and build relationships with the wider local community and be full of enthusiasm to attract new business. Being driven by the satisfaction of both new and existing customers is essential. The Commercial Manager will have a keen eye for detail, enjoy working collaboratively and flexibly at a fast pace and be keen to explore new opportunities as they arise.

Rydal Penrhos is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share that commitment. The successful applicant will be appointed subject to an enhanced Disclosure and Barring Service criminal records check and a satisfactory report.

Completed application forms should be submitted to Kay Walters
kwalters@rydalpenrhos.com, by mid-day on Thursday 7 January 2021.

Commercial Manager

All staff are responsible for promoting and safeguarding the welfare of students at Rydal Penrhos School by ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

As an employee at Rydal Penrhos School, you will enjoy working in a vibrant community with a strong sense of teamwork. It is a busy, fast-paced environment that is set in beautiful surroundings; staff value working in a caring community and enjoy many exceptional benefits.

Job Description

This is an important middle management post, managing a range of School operations. The role is full time, year-round. The Commercial Manager reports to the Estates Manager and is responsible for the managing of School Lettings and promoting the School's facilities to maximise the School's assets to best effect.

Key responsibilities:

Leadership & Management

1. To create an operating structure which facilitates a strong focus on service, excellence, delivery, and value for money
2. To liaise with the Head of Finance to ensure strong budgetary control over relevant Departments
3. To work with the HR Department to ensure effective staff management
4. To review and help negotiate relevant contracts, as required, in conjunction with the appropriate SLT members

Business Development

1. Build relationships within the wider local community
2. Maintain a timetabling system to manage demand and communicate plans to other staff
3. Negotiate prices and close business subject to adherence with Lettings Policy and
4. approval procedure
5. To attract new lettings from clubs and groups to maximise income and minimise vacant hire slots
6. Conduct market research to establish pricing for the facilities in line with the market and community user needs
7. To review the school's website and work with the Marketing Co-ordinator and Communications liaison with regards to Lettings
8. To arrange annual meetings with major users to discuss their contracts and experiences
9. Co-ordination on business development and use of physical estate and assets

Lettings

1. To develop a long-term strategy for promoting Lettings at Rydal Penrhos in conjunction with the Marketing Co-ordinator and Communications, to develop an international lettings

element to the overall strategy, including consideration for summer school activities at Rydal Penrhos

2. To work with the Marketing Department to promote Rydal as a venue, including production of appropriate literature e.g. Lettings brochure etc.
3. To manage all Lettings enquiries
4. To ensure appropriate Letting Agreements are in place for all external lettings of School property and facilities
5. To plan and oversee logistical arrangements for all lettings
6. To meet and check-in all residential lettings groups (at evenings/weekends as required) and ensure all Health & Safety requirements are explained on check-in, including fire procedures, and sharing of other appropriate risk assessments etc.
7. To manage all Lettings groups when on site including daily checks of facilities to ensure appropriate use and no damage
8. To be on call for out-of-hours emergencies for groups on site
9. To co-ordinate the work of staff assisting with Lettings
10. To meet regularly with the Estates Manager, and appropriate Support Staff in relation to Lettings administration
11. To manage the school's Lettings programme ensuring that a balance is made between school needs and lettings
12. Maintain a record of hirers including booking forms, insurance documents and VAT declarations
13. To develop and manage the bookings system and ensure registers of users are maintained to enable accurate billing
14. Communicate bookings to the Estates Manager and site team
15. Liaise with site team regarding security provision and cleaning and channel maintenance needs
16. To liaise with hirers and ensure customer satisfaction and elicit feedback on the customer experience.
17. To deal with problems and issues arising from Lettings
18. Close liaison with PE staff, co-ordinating lettings activities with the school's needs
19. To manage the relevant Support Staff and ensure that work is performed to agreed standards
20. To manage the staff rota to ensure that the areas let are always adequately staffed

Health and Safety

1. Determine amendments to policies and update as required
2. Conduct risk assessments in conjunction with the Estates Manager
3. Work alongside the Estates Manager to ensure signage and notices are in place, accurate and up to date
4. Liaise with Estates Manager to ensure that equipment is checked regularly and maintained as necessary

Budgeting and Finance

1. Work with the Head of Finance to produce reports of financial results for the Principal and Governing Body and any sub-committees
2. Provide income projections for all facilities
3. Liaise with the Head of Finance in order to ensure regular billing
4. Resolve credit control issues in conjunction with the Head of Finance

All staff are required to undertake whatever else may reasonably be requested by the Principal in support of the Aims of the School. Job Descriptions are subject to annual review.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's

Person Specification

This post would particularly suit a candidate seeking career development and opportunities to develop leadership and management skills in this dynamic and forward-thinking School.

In addition to the below, all candidates should have a clear understanding of and a commitment to the aims of a Methodist independent school and be committed to the values and ethos at the heart of Rydal Penrhos School, for example, as expressed in the Mission & Ethos Statement of the School.

	Essential	Desirable
Education	Degree or other relevant post A Level/BTEC qualification	
Experience	<ul style="list-style-type: none"> • Experience of managing lettings and meeting revenue generation targets • Proven experience of continuous improvement in work-based processes and procedures • Significant experience of managing staff • Experience of successfully developing partnership working with key stakeholders within and externally • Production and realisation of development plans • Experience of managing budgets • Experience of contract management and dealing with contract variations 	<ul style="list-style-type: none"> • Experience working in a school or other educational establishment • Experience in managing significant lets e.g. weddings, residential hire etc.
Skills and Aptitudes	<ul style="list-style-type: none"> • Excellent communication, organisational, commercial and management skills • An ability to analyse and interpret data • Project Management and negotiation skills • Excellent IT skills • Excellent time management • An ability to work under pressure • Basic accounting/finance skills 	
Disposition and personal qualities	<ul style="list-style-type: none"> • An understanding of the importance of promoting and safeguarding the welfare of children 	

	<ul style="list-style-type: none"> • Willingness to participate enthusiastically in all aspects of School life • Energetic, committed, and positive • Strategic thinking and be able to work on own and in teams • Innovative and successful at managing own time and resources • Commitment to delivery of results • Highly customer focused • Common sense and initiative • Ability to communicate effectively • Ability to motivate self/others and build teams • Flexibility to adjust to change and development 	
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Salary & Benefits

Salary

The salary range for this post is currently between £28,672 per annum and £32,234 per annum depending on qualifications and experience, together with the generous benefits detailed below. This range is between points SCP24 and SCP28 on the NJC Pay Scale.

Holidays

The successful candidate will be entitled to 25 days holiday each year, excluding bank holidays. Rydal Penrhos closes for between 3 or 4 days between Christmas and New Year dependent upon where Christmas falls. Staff must set aside adequate annual holiday entitlement to allow for this closure.

Bank Holidays and Saturdays

The Lettings Manager may be required to work on Saturdays and Bank Holidays in order to effectively manage selected lettings. Time off in lieu will be awarded for working on these days.

Pension

Subject to meeting the qualifying conditions, support staff are automatically enrolled in the designated stakeholder pension scheme provided by Aviva. Rydal Penrhos currently matches employee contributions up to 3%.

Training

Rydal Penrhos is committed to professional development of staff and will support further in-service training as required. There are generous INSET and Continuing Professional Development (CPD) budgets