



Commercial Manager

The Commercial Manager is managed by the Chief Operating Officer and responsible for the commercial activities and developing commercial partnerships.

Duties and Responsibilities

- To develop and implement the strategy for commercial growth to maximise commercial opportunities
- To enhance Mount Kelly's reputation through commercial activity
- To ensure all commercial activity is safely delivered and adheres to statutory obligations
- To develop and maintain an excellent understanding of the Mount Kelly brand and its clients
- To work closely with all internal stakeholders
- To deliver against agreed commercial targets 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
- To present at Governor meetings as required
- To take responsibility for delivery of commercial contracts and partnerships
- To work in conjunction with the Swim Centre Manager to maximise commercial activity
- To ensure the effective welcome and management of groups
- To ensure compliant safeguarding and health and safety procedures and training as required
- To develop and strengthen existing partnerships
- To work closely with the Head of Admissions and Marketing to develop and implement a clear and concise marketing strategy
- To manage the School Shop, working closely with colleagues

Other

- To oversee complaints in relation to commercial activity whilst adhering to procedure
- To understand relevant regulations and ensure that all commercial activity is 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">• 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• 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 Job Description provides a guide to and general description of the duties and responsibilities of the role and may be amended. It is not exhaustive and the post holder should be willing to undertake any other related tasks, as may be reasonably required.

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.