



**FARNBOROUGH HILL**  
WHOLEHEARTEDLY

## **JOB DESCRIPTION**

### **Commercial Manager**

#### **General**

- To support the aims, values and ethos of the school and to contribute to the implementation of the School's Mission Statement.
- The main purpose of the role is to work with the Bursar to manage commercial lettings, activities and engagements and identify opportunities to better exploit the school's assets for financial return.
- To be accountable to the Bursar and to perform such duties as they, or the Headmistress, may reasonably direct.

#### **Main Duties and Responsibilities**

- Manage all Lets on behalf of the school, liaising directly with current and potential Lets. Issuing all paperwork including contracts, special conditions and invoicing. Arrange all relevant support and external hiring requirements, liaising with suppliers where appropriate.
- Provide detailed proposals and quotes for Lets.
- Identify and assess what activities the school should be marketing and selling.
- Maintain a database of lettings and ensure that relevant departments are aware.
- Prepare financial forecasts for income generation and associated costs.
- Ensure that insurance, legal, risk assessment, and health and safety obligations are adhered to for all events and lettings.
- Plan events effectively to ensure their smooth operation, attending events where required (as agreed with the Bursar).
- Work with all members of the school and in particular the Facilities Manager, Catering Manager, Head Chef, Heads of Grounds and Housekeeping to confirm all resource requirements eg staffing, catering and facilities, communicating in an effective and timely fashion.
- Attend the Operations Group meetings to undertake calendar planning for both internal and external events.
- To be a Personal Licence holder and Designated Supervisor for the School as required.
- Liaise with School departments to support and guide their precise event requirements.
- Work with the Parents Association to support the running of their events.
- Work together with the School's Marketing Department to promote facilities for letting purposes.
- Provide general support to visitors to the site.

#### **Other Duties**

Precise duties and responsibilities may vary from time to time as the position evolves and the requirements change. The postholder may be required to undertake additional tasks as reasonably required by the Bursar and/or Headmistress.