



KIRKHAM GRAMMAR SCHOOL

COMMERCIAL MANAGER

FULL TIME

CONTRACT TYPE: PERMANENT

PAYSCALE: NJC SCALE 24

BACKGROUND

Kirkham Grammar School is a thriving independent school, comprising a Senior, Junior, Infant and Pre-School, with 910 pupils on roll. The Senior School has 660 pupils in an age range of 11 - 18 years. The Headmaster is responsible for running the school, assisted by his Senior Leadership Team. There are close links with the Junior, Infant and Pre-School, situated across the road, which has 250 pupils on roll. The Governing Body and Bursarial Department are common to both schools.

THE POST

This is a new and exciting role at Kirkham Grammar School to manage and co-ordinate all commercial activities across the school's operation. The successful applicant will work as part of a team, ensuring a high standard of customer service whilst maximising sales and profitability.

The individual must be able to look for opportunities to grow business, whether through partnership or new initiatives and works to take advantage of those opportunities.

The role will give the successful candidate the opportunity to develop the role.

The duties will be wide and varied and this Job Description is not intended to cover every area of responsibility. It is anticipated that the scope of the work may vary from time to time but will include the following:

RESPONSIBILITIES

- Managing and developing the School Shop function;
- Working with contract managers. Communicating with parties in a contract so that all understand the terms, particularly financial aspects;
- Accepting extra relevant duties as situations arise;
- Work efficiently and calmly to deadlines or other stress factors;
- Bringing in new business from new and existing clients;

- To work closely with the Head of Communications and Marketing;
- Coordinate lettings and all external users of the premises;
- Procurement – review supply contracts;
- Maintain a high level of customer service;
- Provide effective resolution of all customer complaints and issues within the scope of the Commercial Manager duties;
- Develop and grow ecommerce opportunities on all working platforms relating to the individuals job specification;
- Assist with the coordination of school trips and events;
- Maintain systems to control and reconcile all sales on a daily basis;
- Ensure the smooth running of all communications including computer links and telecoms;
- Maintain administrative systems for all aspects of the operation.

REPORTS TO: School Business Manager

PERSON SPECIFICATION

- Minimum qualifications: GCSE in English and Maths;
- Retail/Procurement and Marketing experience;
- Good working knowledge of Microsoft Office packages;
- Be professional, with an eye for detail;
- Be calm, sensible, well organised and decisive;
- Be a good communicator with colleagues and be prepared to work closely as part of a team;
- Managerial experience;
- Ability to process the bigger picture.

FURTHER INFORMATION

Hours of work:

36.25 hours per week Monday to Friday, to be worked as agreed, with a one hour unpaid lunch break at a mutually convenient time. Additional working hours may be required, including weekends, for customer appointments and events; this would be taken as time in lieu.

Salary:

NJC 24.

Holidays:

Four weeks' paid leave during the first year of employment and five weeks thereafter, in addition to statutory holidays and concessionary days.

Pension:

Voluntary Contributory Pension Scheme.

Start Date:

30/08/2022. Any appointment is subject to two satisfactory references, Disclosure & Barring Service checks and the completion of a medical questionnaire.

Application:

By KGS application form to:

Mrs A Roberts
HR Coordinator
Kirkham Grammar School
Ribby Road
Kirkham
Preston
PR4 2BH

Email: a.roberts@kirkhamgrammar.co.uk

Tel: 01772 684462

CLOSING DATE:

Applications should be received no later than midday on Friday 22 July 2022

Any applications received after this date will be held on file for a maximum of 3 months and reviewed if the first round of applicants are unsuccessful.

Applicants are advised to apply early. We reserve the right to close the vacancy prior to the closing date if a high number of applications are received.

Kirkham Grammar School is committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS clearance will be undertaken by the school.