

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>JOB TITLE:</b>	Commercial Lettings Co-ordinator (Fixed Term Contract)
<b>CONTRACT:</b>	Fixed-term contract, anticipated to be 9 – 12 months in duration
<b>LOCATION:</b>	Giggleswick School
<b>RESPONSIBLE TO:</b>	The Bursar
<b>HOURS OF WORK:</b>	35 hours per week Monday – Friday, but will include some evenings and some weekend work in addition to the normal day to day working pattern.
<b>SALARY:</b>	Grade B1, B2.11-16: £23,793 - £28,840 per annum (depending on experience).
<b>ANNUAL LEAVE:</b>	25 paid holidays per annum plus public holidays (5 days to be taken at Christmas).

---

Giggleswick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the school's Child Protection Policy at all times.

---

### **Job purpose**

The Commercial Lettings Co-ordinator will provide the main point of contact and be responsible for Giggleswick School's commercial activity. This commercial activity includes:

1. the letting of School premises to third parties for residential use and events;
2. the hire of the School's leisure and sporting facilities;
3. promoting, organising and administering activity and learning camps (these take place outside of term time), the immersion course in the summer term and any 'welcome camps' or equivalent.

### **Main duties and responsibilities**

Development of an annual schedule of commercial activities, to be developed with and agreed with the Bursar, and which support the Giggleswick brand and maximise profitability.

Production of a plan of key tasks to support the annual schedule of commercial activities.

Being responsible for the end-to-end process of commercial activities, including:

- promotion and marketing of each activity;
- dealing with enquiries and bookings;
- costing of the activity to understand the breakeven position, with sign off on pricing this before the activity is agreed;
- organising, in conjunction with HR, the recruitment of suitable staff to run activities;
- acting as 'front of house' for activities, which will differ depending to the activity, but will involve being present at the start of the event and being available to ensure the smooth running of the event;
- management reporting on activities and financial performance;

- coordination of billing, working with the finance staff in the Bursary.

Effective liaison with other departments within the School, and in particular with Facilities, HR, Admissions, Marketing and Finance.

Putting forward for approval by the Bursar a pricing schedule for each activity that is competitive, supports the Giggleswick premium brand and which ensures profitability of activities.

Liaise with the Facilities Department to ensure cleaning and servicing is of a high standard throughout third party use of the school facilities.

Identification of new commercial income streams for sign off by the Senior Leadership Team.

Ensuring that due process is followed for all third-party hires and lets, including contractual agreement, an identified lead hirer, insurance and risk assessments.

For activity and learning camps:

- Plan the resourcing required to run the camps, liaise with previous camp workers and network to find new camp workers;
- Liaise with the HR Department in order to plan staffing and suppliers for the camps, to allow enough time for the necessary Safer Recruitment Checks;
- Communicate with camp workers to confirm all arrangements;
- Provide tour of facilities and School if required and liaise with Bursar regarding any necessary accommodation;
- Meet and greet all camp workers on first day of camp to ensure smooth process.

Participate in regular team meetings and personally contribute to the development and promotion of the School.

You will be expected to be fully conversant with and implement the School's range of equality and diversity and safeguarding policies and procedures, to ensure the health, safety and welfare of all pupils and staff.

To participate in the School's appraisal scheme and undergo further professional development in line with the needs of the School.

Any other duties commensurate with grade and status as may reasonably be requested.

## **General Responsibilities**

### **Health & Safety**

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to, Giggleswick School's Health and Safety policy.

### **Safeguarding**

Giggleswick School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and always ensure compliance with the School's safeguarding policies and procedures. If in the course of carrying out the duties, you become aware of any actual or potential risks to the safety or welfare of children in the school you must report any concerns to the Designated Safeguarding Lead (DSL) immediately.

### **School values**

Ensure your work, communication and approach conforms brand values and style of the School. You will need to be aware and comply with the Giggleswick school rules, policies and procedures at all times, as detailed in Staff Handbook.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply

with any reasonable request from the Headmaster or Bursar to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Manager, Bursar and member of staff and will be reviewed annually.

<b>Person specification</b>		
	<b>Essential</b>	<b>Desirable</b>
Education & Qualifications	<ul style="list-style-type: none"> <li>Equivalent of 5 GCSEs (A-C) including Maths and English.</li> </ul>	<ul style="list-style-type: none"> <li>Enhanced transferable DBS certificate</li> <li>Qualification in events management</li> <li>Finance qualification.</li> </ul>
Values/Personal Qualities	<ul style="list-style-type: none"> <li>Empathy with Giggleswick's core values and mission.</li> <li>Demonstrable ability to build rapport and communicate persuasively.</li> <li>Ability to work to tight timescales.</li> <li>Communication skills, diplomacy and tact.</li> <li>Excellent organisational skills.</li> <li>Drive, commitment and enthusiasm.</li> <li>Entrepreneurial mindset.</li> <li>Ability to work using own initiative and as part of a team.</li> <li>Ability to maintain confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>Sensitive to the concerns of others.</li> </ul>
Experience & Knowledge	<ul style="list-style-type: none"> <li>Worked with development of processes.</li> <li>Client/customer handling.</li> <li>Understanding of fundamental business processes, eg HR, finance, health and safety.</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience in a similar role within an education setting.</li> <li>Knowledge of accounting processes would be advantageous.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Microsoft Office including Excel, Word, Outlook and Teams.</li> <li>Understanding of financial processes and drivers.</li> <li>Organisational ability.</li> <li>Excellent Communication Skills.</li> <li>Negotiation skills.</li> </ul>	

### **Equal Opportunities Employer**

Giggleswick School is committed to eliminating discrimination and encouraging diversity amongst our workforce. We aim to provide quality and fairness for all job applicants and employees and not to discriminate, or to receive less favourable treatment, on grounds of age, disability, race, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Employment decisions will be made on the basis of each applicant's job qualifications, skills, experience, and abilities. Applicants or employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Rachel Atack, Human Resources Manager, [reatack@giggleswick.org.uk](mailto:reatack@giggleswick.org.uk)

### **Child Protection and Safeguarding Policy**

Giggleswick School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the School's Safeguarding Policy and Staff Code of Conduct at all times. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.