

LEARN MORE ABOUT

# Joining the MSJ Family



MALVERN ST JAMES  
Girls' School



inspection judgement, which extends to all areas of Malvern St James. Malvern St James also received the highest rating of **'Excellent'** in the ISI's Educational Quality Inspection in May 2017 and has been compliant in all other ISI Compliance and Regulatory inspections since then, including September 2021. In March 2021, the School was awarded the Carnegie Mental Health Gold Award

## WORKING AT MSJ

Malvern St James (MSJ) is a leading boarding and day school which presents an imaginative vision of education for girls from the age of 4 through to 18, taught within a positive, purposeful atmosphere. MSJ fosters creativity and bold thinking, challenging, and encouraging every girl to extend her personal horizons and realise her full potential.

Two hours from London and one hour from Birmingham, MSJ is in the heart of Malvern in Worcestershire, with excellent transport links. Great Malvern station is situated opposite the School. The MSJ bus service covers five counties to pick up and return pupils each day.

The School is home to a warm and welcoming community – girls, parents, staff, and governors alike, enjoying the friendly and buoyant atmosphere of shared celebration, extolling personal success in every field of endeavour. MSJ offers a range of boarding options (ages 7 – 18) to fit in with the demands of modern family life and girls can choose from full, weekly, or flexi-boarding. Ofsted recognised the exceptional standard of boarding with an **'Outstanding'**

for its outstanding pastoral care and support for pupil and staff mental wellbeing.

Intellectual and social confidence, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. MSJ promotes academic excellence and innovation in teaching and learning throughout the school which provide each girl with the challenges and support to develop her talents, character, and abilities to the full. We prepare pupils for the most competitive UK and international universities and pathways. This individual emphasis is complemented with teamwork, community values and the importance of service to others.



The School has excellent facilities which include an award-winning Science and Mathematics Centre, a Drama Studio, Music Centre in Avenue, several IT suites, and a multi-media Language Laboratory. The School also has a brand-new Astroturf, launched in October 2020. At MSJ we use Microsoft and there has been significant investment and development of E learning in recent years. The School is currently creating a state-of-the-art Learning Hub centred in the Library and radiating out to learning zones throughout the School to support its commitment to innovation and learning and initiatives in **STEAM** (Science, Technology, Engineering, Arts and Mathematics).

The Year 13 Sixth Form Boarding House was transformed in 2018 with an extensive, highly contemporary, refurbishment programme to provide a transition house for university. Benhams, the Year 10 Boarding House was refurbished in 2021. The next phase is the transformation of Hatfield, one of the middle school Houses in 2023.

Whilst a multi-faith community and non-denominational, the School is founded on Christian principles and has a Christian ethos which underpins the School's daily life. There are regular opportunities for Christian worship.



**Girls take full advantage of the enviable setting and superb facilities, which inspire a wonderfully rich and imaginative extra-curricular life. They leave Malvern St James as poised, self-assured young women who can meet and embrace, with integrity, the challenges and risks of our modern world. The Good Schools Guide observed on visiting the School that MSJ is “full of girls who are going to change the world”!**



# BUSINESS DEVELOPMENT MANAGER

## JOB DESCRIPTION

### AT A GLANCE



**FULL-TIME**  
**40 HOURS PER WEEK**  
**52 WEEKS PER ANNUM**



**REPORTS TO**  
**DIRECTOR OF OPERATIONS**  
**AND COMPLIANCE**

### ABOUT THE ROLE

This is a newly created role at an exciting time for Malvern St James Girls' School and its trading subsidiary Malvern St James Enterprises. The Governors are keen to see an expansion of non-fee income through commercial opportunities.

Reporting to the Director of Operations and Compliance, the post holder will also work closely with the Director of Finance and Director of Development to develop the strategic focus of this area of work. You will lead on the development of all business functions within the School and MSJ Enterprises, this will include:

- Partnership development to support the educational opportunities we offer MSJ girls
- Commercial development to extend the range of activities generating non-fee income
- Events development for MSJ activities and running of commercial letting activities for MSJE
- Network development to open opportunities for MSJ business and development activities
- Project development to develop business cases for investment of resources.

The post holder will represent the School during letting periods and will therefore be expected to display a high level of responsibility, reliability, organisational and communication skills.

Due to the nature of the role, there will be a requirement to work on some evenings and weekends to support events and a flexible approach to working hours is therefore essential. Time off in lieu will be awarded for additional hours worked.

## KEY RESPONSIBILITIES

- In conjunction with the Director of Operations and Compliance, Director of Finance and Director of Development to meet half termly to engage in the strategic planning and oversight of Business Development.
- Identify and engage in:
  - partnership development opportunities that will fulfil our public benefit responsibilities
  - raising our profile with local schools and exploring partnership working opportunities
  - fostering and developing links in the local community, including those with key external stakeholders and local businesses.
- Develop and maximise new income streams which are supportive of the ethos of MSJ, and prepare proposals for consideration by the Senior Leadership Team on new areas into which MSJ could look to diversify its activities.
- Identify, cultivate and build effective relationships with local businesses to build a network that can be used to expand our commercial offering.
- Develop networks that will enhance educational opportunities for MSJ girls and extend our business activities.
- Develop policies and procedures to maximise client relationship development, revenue growth and profits for the commercial business.
- Responsible for meeting or exceeding the pre-agreed annual budget figure.
- Identify external funding opportunities and undertake application processes.
- Develop MSJ's commercial offering through effective use of our existing facilities.
- In conjunction with the Sports Centre Manager to develop the commercial offering of the sports centre and facilities.
- Review and understand MSJ's current relationships and partners and look to capitalise further on the letting of our assets.
- Responsible for the overall management of commercial events sales:
  - fielding initial enquiries from clients,
  - negotiation of prices and fees,
  - ensuring risk assessments, insurance requirements and safeguarding arrangements are in place,
  - creation and issue of contracts,
  - event delivery and on-site management,
  - invoice & credit control.
- Responsible for organising larger internal events, liaising with the appropriate team managers to ensure resources are available to deliver event requirements.
- To work closely with the operational team managers to ensure that all resourcing requirements for lets and school events are planned and organised in a timely and effective manner.
- Sets the standards expected for delivery of a highly professional service to clients, to ensure their event brief expectations are accurately met and exceeded throughout the event process.
- Communicate effectively and publish final commercial lets plans to School departments, predominantly to cover the major school holiday lets periods, to ensure all staff are fully aware of activities taking place beyond the normal academic year.
- Develop strong, positive relationships with staff, contribute to collaborative work across the school and support other staff to develop and share best practice.
- Liaise with the marketing team to ensure business development activities are promoted.
- Support business development by contributing to:
  - the tendering of contracts for outsourced services
  - the selection, evaluation and monitoring of external contractors.
  - Working with the Director of Operations and Compliance on capital projects.
- Ensure the School complies with all statutory and legal requirements for schools in relation to business development activities.
- Ensure appropriate records are maintained and updated relating to business development activity.
- Maintain and update as required the procedures relating to this post.

# BUSINESS DEVELOPMENT MANAGER

## PERSON SPECIFICATION

QUALIFICATIONS, EXPERIENCE, SKILLS & ABILITIES	ESSENTIAL OR DESIRABLE	HOW THIS WILL BE ASSESSED
Level 5 qualification	Essential	Application Form
A high level of computer literacy, including experience of using MS Office applications	Essential	Application Form Assessment Test
Up to date knowledge of statutory regulations and guidance relating to this post	Essential	Interview Assessment Test
Recent experience of events planning and co-ordination, including large scale events	Essential	Application Form Interview
Degree level qualification	Desirable	Application Form
Health and Safety qualification/training e.g. NEBOSH, IOSH	Desirable	Application Form
Experience of working in a school or boarding school environment	Desirable	Application Form
Exceptional customer service skills with the ability to understand the needs of the customer	Essential	Interview
A focus on quality and drive for results	Essential	Interview
Strong listener and able to communicate in a clear and concise manner both on the telephone and face to face, who can effectively convey information at an appropriate level	Essential	Interview Assessment Test
Ability to complete work to the required standards and to agreed deadlines	Essential	Interview
Ability to develop and maintain effective working relationships with a wide range of people	Essential	Interview
Excellent organisational, communicating, and problem-solving skills, with the ability to use own initiative and work proactively both in a team and independently	Essential	Interview Assessment Test
Demonstrates a flexible approach to work to enable effective delivery of service	Essential	Interview

# STAFF BENEFITS

## AT MSJ

Malvern St James Girls' School prides itself on its warm, friendly and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

A selection of MSJ Staff benefits\* can be seen below:



**COMPETITIVE  
SALARY**



**FREE LUNCH  
PROVIDED**



**GYM & SWIM  
DISCOUNTS**



**PENSION  
SCHEME**



**DISCOUNT ON  
SCHOOL FEES**



**PROFESSIONAL  
DEVELOPMENT**



**CHRISTMAS  
SHUTDOWN**



**ACCESS TO MASSAGE  
+ REFLEXOLOGY**



**FREE  
PARKING**

\*Some benefits such as pension enrolment activate after completing three months' employment with Malvern St James

# APPLICATION PROCESS

## AT MSJ

1

Complete your application form, which must include all dates of previous employment and give reasons for any gaps in employment. **A CV will not be accepted instead of a completed application form.**

2

You should also include a covering letter with your application, which should not repeat the contents of the personal statement section within the application form.

3

Submit your completed application form and covering letter to the HR Department. Post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or email to [recruitment@malvernstjames.co.uk](mailto:recruitment@malvernstjames.co.uk)

4

Applications should be submitted no later than 8am Monday 27th June 2022, however, we reserve the right to appoint as soon as we get the right candidate.

### GENERAL REQUIREMENTS

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive.

It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the post holder.

### REFERENCES

References of shortlisted candidates will normally be taken up before interview one of which should be from your most recent employer.

Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory Enhanced DBS checking.

Malvern St James is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service clearance at enhanced level.



MALVERN ST JAMES

Girls' School

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