



Commercial and Lettings Manager

Job Description

Reporting Line: The Commercial and Lettings Manager will report to the Bursar.

DUTIES AND RESPONSIBILITIES

- To identify and develop sustainable (non-fee) income streams and maximise the School's non-fee earning potential.
- To manage the residential lettings of our recently acquired first-class boarding facilities.
- To work closely with the Estates Manager and assist with the management of the hiring of the School's facilities.
- To liaise effectively and efficiently with the Estates team to ensure regular maintenance and development can continue alongside income generation activities.
- To celebrate, promote and increase awareness and understanding of the School's purpose, profile and position in the local and wider area.
- To ensure events are delivered to a high standard and within budget.
- To provide appropriate follow up and evaluation of events to demonstrate impact.
- To act as an ambassador for the School in customer-facing capacity during events
- To be responsible for the annual Commercial budget submission, work within the allocated budget and ensure maximum return on investment.
- To ensure that the data usage is GDPR compliant and respects the School's Privacy Notice.
- To provide admissions cover when the Registrar is absent from School and at busy periods.
- To support the running of School events including those carried out by the Twyford Parents' Association.
- To provide back up support with day-to-day office administration

General expectations

- To carry out any other reasonable duties as requested by the Head or Bursar.
- To promote and safeguard the welfare of children.
- To comply with the School's Health and Safety Policy.
- Contribute to the day-to-day running of the School and follow its policies and procedures, having due regard for the Health and Safety of self and others.

All staff are expected to:

- Follow and promote the School's code of conduct, safeguarding policy and procedures and to ensure the wellbeing of all pupils is their highest priority.

- Contribute to the day-to-day running of the School and follow its policies and procedures, having due regard for the Health and Safety of self and others.
- Take an active role in ensuring the realisation of the School Development Plan
- Treat each pupil and each other as individuals with courtesy and respect.
- Take part in relevant training programmes identified by the School.
- To work in a co-operative, diplomatic and flexible manner.

Note: This job description will be reviewed annually.