



JOB DESCRIPTION

Downside School

Post Title: Commercial Enterprise Manager

Department: Bursary

Location: Downside School, Stratton on the Fosse, Somerset

Reports to: Bursar

Supervisory Responsibility: Lettings Assistants

Date of Issue: December 2025

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Commercial Enterprises Manager is responsible for raising additional revenue for the School through the commercialisation of the School's assets. The department hires a variety of spaces on the campus including the large number of sports facilities to a diverse variety of residential and non-residential clients throughout the year. The department's mission is to deliver excellent customer service to clients.

Duties and Responsibilities

The following list is not exhaustive, but the postholder's principal responsibilities are to:

- Assist the Bursar in maximising revenue and profits from the letting of School venues and assets to residential and non-residential clients.
- Manage the commercial budget.
- Produce performance reports and forecasts.
- Investigate opportunities for collaboration with other organisations, including exploring commercial opportunities.
- Work with the Bursar to identify potential income streams for development of commercial activities, courses and events within the School, during both term-time and school holidays.
- Market the School and its extensive buildings and facilities / offerings.
- Develop and nurture new and existing commercial relationships and partnerships.

- Lead and inspire commitment across the School in relation to commercial opportunities.
- Manage all external bookings, including liaising with colleagues across the School to ensure smooth running of bookings and events.
- Manage the Sports Centre on behalf of the Commercial Enterprises department outside of the School term.
- Swimming pool water testing where necessary, in conjunction with the maintenance team and any relevant contractors.
- Ensure that commercial activities are fully compliant with all relevant Health & Safety, Safeguarding and other regulations.
- Ensure that security of buildings is maintained by commercial lets, including opening and closing up of facilities as required.
- Assist with the development of all marketing materials for the department, including regular social media posts.
- Report any housekeeping or maintenance defects as required.
- Any other duties or special projects reasonably required by the Head or the Bursar.

Other Information

The following duties are ones which all staff are required to perform:

- Always observe health and safety procedures and work safely.
- To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role.
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Undertake any other duties as required by your manager to meet the changing needs and demands of the School.
- Conduct yourself with professionalism, tact, and diplomacy always as a representative of the School.

Review

This job description is provided to assist the post holder to know their principal duties.

It may be amended in consultation with the post holder without change to the level of responsibility or remuneration appropriate to the post.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL <i>This are qualities without which the applicant could not be appointed.</i>	DESIRABLE <i>This information could be used to differentiate applicants.</i>	HOW IDENTIFIED <i>(Application / Interview)</i>
Qualifications	Degree level qualification or equivalent vocational experience in a similar role.		Application
Knowledge & Skills	<p>Excellent communication skills.</p> <p>Able to be flexible to changing needs on a day-to-day basis.</p> <p>Ability to build effective working relationships across departments and with external clients.</p> <p>Good literacy and numeracy skills and able to generate good quality reports, documents and risk assessments.</p> <p>Planning and project management skills.</p> <p>Ability to find solutions to complex and/or unforeseen issues.</p> <p>Able to work as part of a team and on own initiative.</p> <p>Excellent interpersonal skills with an ability to relate to staff, parents, pupils and other external parties in a professional and approachable manner.</p> <p>Excellent IT Skills including the use of Microsoft Office programmes.</p>	<p>Proven track record of sales and business development.</p> <p>Strong understanding of supplier management, contracts, and event-related legalities.</p> <p>Team management.</p>	Application/ Interview
Experience	<p>Able negotiate best value contracts and services.</p> <p>Experience of managing third party contracts.</p>	Experience of commercial management in a similar organisation or setting.	Application/ Interview

Personal competencies and qualities	<p>Commitment to the Benedictine ethos and values of the School.</p> <p>A flexible approach and customer focussed attitude to meet the needs of the School.</p> <p>Committed to safeguarding of children and young people.</p> <p>Able to maintain strict confidentiality at all times.</p> <p>Well-presented with a professional and approachable attitude.</p>	A full UK driving licence.	Application/ Interview
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Name: _____

Signed: _____

Date: _____