**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Director of Commercial Services | Commercial Ventures |
| **SALARY** | **BENEFITS** |
| Band 8 £45,108 to £50,748 per annum dependent upon experience, skills and qualifications | Local Government Pension Scheme  33 days annual leave, to include up to 5 days to be taken between Christmas and New Year at the direction of the Principal, plus Bank Holidays |
| **LINE MANAGER** | **LINE MANAGER FOR:** |
| Deputy Principal Finance & Corporate Services | * Catering Operations Manager * Temporary Residential Operations Manager * Head of Equine and Sports Facilities * Horticultural Practical Facilities Manager * Licensed Premises Manager |
| **KEY TASKS AND RESPONSIBILITIES** | |
| * To deliver the College’s Commercial Strategy, maximising the return on College Resources outside of their Curriculum usage, compatible with the College Strategic Objectives and in line with the targets set by the Corporation. * The post holder is a member of the Senior Leadership Team (SLT) and is responsible for meeting and delivering the College’s strategic vision and values. * To provide leadership, development and direction across all areas of management responsibility and to promote a culture of excellence and innovation throughout the organisation whilst ensuring an effective balance between value, success and quality. * To be responsible for financial planning, financial management, budget setting and financial monitoring control for areas of management responsibility. * Support curriculum development and delivery through the management of Sports grounds facilities to industry standards. * Strategic development, leadership and co-ordination of the College Open Day & Country Fair. * To establish external networks to promote and progress the development of Myerscough brand and reputation locally and nationally. | |

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| **ROLE SPECIFIC KEY DUTIES** |
| **Leadership and Management**   * To provide leadership, support and have direct line management of managers / staff as listed above. * Support Ofsted inspection, QAA Review, Matrix accreditation and other inspection / audit / accreditation activity, as necessary. * As part of the SLT provide visionary and dynamic leadership, which drives the College towards an Ofsted outstanding grade. * Work with senior and other managers and College staff to ensure that the College is an inspirational institution, which sets the highest standards through the ethos of continuous quality improvement. * Work collaboratively with all members of SLT in delivering College targets and priorities. * Maintain and enhance the College profile, reputation and performance through collaborative partnerships locally and where appropriate to do so, also regionally, nationally and internationally. * Ensure that the GDPR is fully adhered to. * Strong budget management skills.   **Strategy and Policy**   * To establish and implement the Commercial Strategy. * Lead on identified developments within the above strategy with particular emphasis on meeting commercial and quality targets with integrity.   **Ventures and Commercial Services**   * Ensure the delivery and continuous improvement of learner and customer focussed, efficient, effective and value for money services across Myerscough College to meet the needs of all students, staff and visitors, specifically:   + Catering services   + Residential accommodation   + Equine Facilities and livery   + PlantWorld   + Sports grounds   + Licensed premises   + Conference facilities * Plan and lead the delivery of the annual Open Day & Country Fair to promote the College, supported by the Senior Leadership Team and Managers across the College to maximise the brand and reputation to potential students and the regional community. * Develop and exploit new opportunities to expand the Commercial ventures of the College compatible with the Commercial ventures Strategy and College values.   **Residential Accommodation**   * Working in conjunction with the Director of Student Support to develop and deliver a Residential Accommodation Strategy that maximises financial contribution whilst delivering student recruitment targets and student satisfaction. * Deliver and manage the residential student accommodation facilities ensuring compliance with all statutory regulations including Health & Safety and fire regulations, that meet learners’ requirements. * Actively Support the Director of Student Support & Welfare in the delivery of Ofsted’s residential social care inspection standards and Education Inspection framework standards in respect of the provision of Student catering and accommodation, in line with the national minimum standards. |

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| **GENERAL DUTIES** |
| Role model and promote the College values:   * Respect for yourself, each other and the environment * Welcoming, honest and open * Safe and supportive culture * Inspiring learners and staff * To have a positive and dynamic attitude.   Participate in staff review and development in line with College needs. Agree objectives with the Line Manager and ensure they are achieved.  Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.  Undertake the appropriate training and development to extend skills and abilities to meet the needs of the College and your role.  Support quality strategies across the College to promote and advance equality, diversity and inclusion, supporting teams to understand and remove any barriers and address any gaps in participation and achievement. To lead and advance the FREDIE principles. |
| Be committed to the implementation of equality of opportunity in both service delivery and employment. The College’s mission and strategic objectives directly support this aim. Ensure all employees support this aim and its implementation pro-actively. |
| Be thoroughly aware of College Health and Safety policies and statutory requirements and ensure that these are implemented.  Be aware of the College Financial Regulations.  Lead the promotion of College sustainability policies and strategies by personal commitment and lead by example.  Adhere to the General Data Protection Regulations and have a thorough knowledge and understanding of the College Data Protection Policies and Procedures and ensure that these are implemented.  Complete any other duties that may reasonably be required by Line Management and the Principal. |
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**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(A) Assessed via Application form (I) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I/T)  Highly motivated with a commitment to succeed (A/I/P)  Very good command of the English language (A/I/P/T) |  |
| ***Attainments*** | |
| Level 5 qualification or willingness to work towards. (A)  Competent in ICT (A)  English and maths GCSE at grade C or equivalent | Safeguarding and equality, diversity and inclusion training  Management of Facilities or Accommodation  Experience of Commercial Operations  Data protection  Evidence of working within an educational establishment |
| ***General Intelligence*** | |
| Outstanding ability to lead and manage (A/I/P/T)  The capacity to communicate highly effectively both verbally and in the written word at all levels and via electronic methods/media (A/I/P/T) |  |
| ***Special Aptitudes*** | |
| Outstanding leadership / communication skills and the ability to motivate a team (A/I/P)  Clear evidence of the ability to build strong partnerships with external stakeholders (A/I)  Ability to manage the future development of the commercial functions innovatively and successfully (A)  Ability to confidently and accurately analyse and interpret data and make recommendations for effective action (A) | Knowledge of Education sector (A/I/T) |
| ***Interests*** | |
| High levels of interest in the work and achievement of students and staff (A/I/P/T)  Full commitment to ensuring a high quality student and curriculum experience (A/I/P/T) | Empathy with education (A/I) |
| ***Disposition*** | |
| A leader who is hard working and capable of developing the performance of others (A/I)  Excellent interpersonal skills (I/P)  Outstanding communication skills (I/P/T)  Friendly and approachable (I)  Person centred approach (I)  Able to motivate and inspire staff and students to high achievements (A/I/P) |  |
| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of and a willingness to promote and develop equality, diversity and inclusion within an educational context (A/I)  An excellent understanding of health and safety requirements of a working environment (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure Barring Service clearance at Enhanced level (A/I)  Current driving licence / willing and able to travel (A/I)  Ability to work flexibly (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Director of Commercial Services | Commercial Ventures, Sports Turf Grounds & Outsourced Cleaning Contract (Preston Campus) |
| **SALARY** | **HOURS OF WORK** |
| Band 8 £45,108 to £50,748 dependant on skills and experience | Normally 37 hours per week |
| **ANNUAL LEAVE ENTITLEMENT** | **PENSION (FINAL SALARY)** |
| 33 days annual leave, to include up to 5 days to be taken between Christmas and New Year at the direction of the Principal, plus Bank Holidays | Local Government Pension Scheme |
| **PROBATIONARY PERIOD** | **DRESS CODE** |
| A probationary period of nine months applies to new management entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| **REFERENCES / MEDICAL CLEARANCE / DISCLOSURE** | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme | |
| **CONTINUING PROFESSIONAL DEVELOPMENT** | |
| In order to comply with College policy, all teachers/assessors are required to:   * complete a minimum number of hours of continuing professional development every year; * maintain a record of the CPD you have undertaken; * make that record available to the College.   Failure to comply with these requirements may lead to your dismissal.  Full details of the College’s policy in relation to Continuing Professional Development will be communicated to you. | |
| **REQUIREMENT FOR TEACHING QUALIFICATIONS/ASSESSOR AWARDS** | |
| In line with College policy, teachers/assessors employed at Myerscough are required to hold the relevant teaching qualification/assessor award/s.  The type of qualification required depends on a number of factors, including the date on which employment commenced and the type of post which is held.  The Corporation will review with the teacher/assessor, either prior to commencement of employment or shortly thereafter, the qualifications required for the post and will provide such assistance as it deems reasonable to enable employees, if required, to secure requisite qualifications.  In the event that the teacher/assessor fails to secure the requisite qualifications within the period specified by the College, the Corporation may have no alternative but to terminate employment and to this end the Corporation reserves the right notwithstanding any other provisions of this contract, to terminate employment by giving notice in accordance with the relevant clause/s in individual Contracts of Employment. | |
| **COLLEGE VALUES** | |
| Promote the College values:   * Respect for yourself, each other and the environment * Welcoming, honest and open - Safe and supportive culture * Inspiring learners and staff - Positive and dynamic attitude | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |