



## HOLMWOOD HOUSE SCHOOL

### **Commercial Manager**

#### Company Overview:

Holmwood House is committed to providing high-quality educational opportunities to our pupils. We are seeking a dynamic and experienced Commercial Manager to join our team. The Commercial Manager will play a crucial role in linking financial and administrative support between the school and our parent company (Bellevue Education), ensuring seamless operations and outstanding customer service to our parents.

#### Position Overview:

The Commercial Manager will be responsible for overseeing various aspects of financial, administrative, and HR support locally within the school. Reporting directly to the Registrar who is responsible for all school administration and parental liaison, the Commercial Manager will collaborate closely with internal stakeholders to streamline processes, manage contracts, and ensure regulatory compliance alongside working closely with our parent company (Bellevue Education) and their finance team who will manage payroll, invoicing and the sales ledger. The successful candidate will demonstrate strong leadership skills, exceptional communication abilities, and a commitment to delivering excellence in all aspects of their role.

#### Responsibilities:

- Act as a liaison between the school and the parent company, providing financial and administrative support as needed to the Head Office team and Finance Business Partner.
- Have an outward focused role, ensuring first-class communication with all customers, including parents, staff, and external stakeholders.
- Carry out locally based finance procedures and processes within the school to optimise efficiency and effectiveness: including but not exhaustively managing overtime, Early Years' Funding, debtor management, cost effective transport bookings, petty cash and school trips.
- Develop and manage contracts with suppliers and hirers, negotiating terms and ensuring compliance with regulations and optimising revenue. Increase the revenue gained through hires of the site.
- Provide HR support to the Head, including managing the Single Centralised Register and ensuring personnel files are accurate and regulatory compliant.
- Assist in making decisions about the day-to-day running of the school's business operations.
- Implement best practices for procurement, vendor management, and cost control to optimise resources and achieve financial objectives.

- Ensure all licences, subscriptions, insurance and registrations are in place and maintained in accordance with their terms (Data Controller).
- Collaborate with the leadership team to develop strategic initiatives and drive continuous improvement across all areas of operation.

Qualifications:

- Excellent communication and interpersonal skills, with the ability to build strong relationships with internal and external stakeholders.
- Proven experience in a similar role, preferably within the education or service sector.
- Excellent IT skills, including inbox management and the ability to work with databases and other financial products.
- Strong financial acumen, with the ability to manage budgets, analyse financial data, and make informed decisions.
- Proficiency in HR practices and regulations, with experience managing personnel files and compliance requirements.
- Strategic thinker with a proactive approach to problem-solving and decision-making.
- Ability to work independently and collaboratively in a fast-paced environment, managing multiple priorities effectively.
- High level of integrity and professionalism

E Bond

22/3/24