



# ROEDEAN

Independent Girls' Education  
11-18 Day and Boarding

Roedean seeks a

Commercial Manager



[www.roedean.co.uk](http://www.roedean.co.uk)



ON SITE FARM	FOUNDED <b>1885</b>	<b>48%</b> BOARDING
<b>4</b> OFFERS FOR OXBRIDGE		BEST EVER GCSE & A LEVEL GRADES IN THE LAST 2 YEARS
ACADEMIC MENTORING PROJECTS	<b>45</b> ACRES	
FLOOD-LIT ALL-WEATHER <b>PITCH</b> ON SITE	<b>160</b> CO-CURRICULAR ACTIVITIES	<b>355</b> -SEAT THEATRE
GIRLS FROM OVER <b>40</b> COUNTRIES	<b>£11m</b>  BOARDING REFURBISHMENT	<b>125</b> YEARS ON CURRENT SITE
<b>ISI</b> (NOVEMBER 2021) EXCELLENT IN ALL AREAS	<b>ON THE CLIFFS</b> OVERLOOKING THE ENGLISH CHANNEL	<b>620</b> STUDENTS ON ROLL

# Welcome to Roedean



Roedean is an extraordinary school on an extraordinary site – the girls play cricket and hockey with the sea's blue in front of them and the green of the South Downs behind them, the Maths and Humanities classrooms have perhaps the best views of any in the country, and which other boarding houses have been likened to a boutique hotel? But it is not just the location, but the strong academic focus with a genuine belief in the importance of creativity and an all-round education that makes Roedean unique.

This is an exciting time for Roedean which has just marked the 125th anniversary of the School on its current iconic site, although the School itself was founded in 1885. Ever since its foundation, Roedean has been renowned for providing girls with an exceptional holistic education, and this certainly remains the case today: the girls excel in many fields, achieving excellent academic results, while also playing music beyond diploma level, and throwing themselves into partnership work in the community. There are A-E teams in Key Stage 3 Sport, girls achieve Advanced 1 in Ballet, design and race their

electric car at Goodwood, artists win undergraduate places at Central St Martin's, and a team of 6 students successfully swam across the Channel to France in June 2022.

The School has grown from 360 students in 2013 to around 620 in the current year. About half of that number are day girls, joined by boarders from over 40 countries.

Roedean's trajectory is very clearly upward, and the findings of our exceptional ISI Inspection reports in 2016 and 2021 judged Roedean to be 'excellent in every category' – the school is certainly 'going places' (Good Schools' Guide), and where it will be in the coming years is an exciting prospect.

Roedean really is a great place to work – we hope that you would like to join us.

**Niamh Green**  
**Head**

# The Role



As part of the School's strategy to increase commercial income, Roedean is looking for a Commercial Manager to develop and promote the commercial activity of Roedean. Reporting to the Director of Finance & Administration (DFA), the Commercial Manager will manage and ensure a high-quality service for external lets and develop new lettings opportunities where possible. This role will have administrative support.

The post-holder will need to develop strong and positive working relationships with colleagues throughout the School.

# Main Duties



## **Promotion and business generation**

- To promote the facilities at the School to external lets and the provision of a first class customer experience.
- To lead the tender and contractual process for external lettings including non-term time residential lets.
- To aim for a strong revenue return on the lettings whilst taking account of use of site by the pupils and staff, making full use of all available facilities.
- To develop a full suite of lets including residential, non-residential, sports, theatre, conferences, weddings etc.
- Ensure a minimum of 20% profitability on every external let.
- To develop a model to provide the potential to bring residential lettings in house.
- To review and update the School's website and PR regarding lettings, and ensure a clear contact pathway, list of facilities and pricing structure are available.
- To create a venue hire brochure.

## **Management of Commercial Lettings**

- To manage all External Lettings for the School and its subsidiaries.
- To keep updated the prospective lets schedule and report on a regular basis into the weekly Senior Team and Operational meetings.
- To coordinate the logistics of any external let, including parking, catering, chaperoning and facilities requirements.
- To provide support to the Deputy Head: Co-curriculum and Partnerships, Theatre Manager and Director of Sport for venue and facilities hire, and to be responsible for the contractual documentation (including health & safety and safeguarding), and billing for these (with the Finance Department raising the invoices).
- To act as the primary of point of contact for the non-term time residential lets.
- To monitor the non-term time residential lets to ensure the terms of contracts and site rules are adhered to, and to provide appropriate support to ensure that this is achieved.

## **High quality service**

- To plan and co-ordinate the use of internal resources to ensure a high-quality service is delivered to the non-term time residential lets.

## **Reporting to the Roedean School Enterprises Limited (RSEL) Board**

- To report the latest external lets' financials to the RSEL Board on a termly basis.

**Health & Safety, Budget Control and Insurance**

- To ensure all external lets are compliant with health & safety, safeguarding and site policies, and request and assess each hirer's risk assessments for using the School's facilities.
- To have full financial control for all external lets including budget, forecasting and final surpluses of each let.
- To ensure that all external lets meet the School's requirements for submitting their employer's and public liability insurance, and the relevant levels of cover are in place.

# Person Specification

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**ESSENTIAL**

- Commercial acumen
- Outstanding interpersonal skills
- Demonstrable financial skills including budgeting, financial control and procurement
- Excellent IT and Word skills

- Outstanding administration skills
- Ability to work flexibly and unsociable hours
- A strong command of the English language both written and verbal

**DESIRABLE**

- Knowledge and experience of an educational environment

# The Package

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**Salary:** Competitive package available

**Hours:** Full time, full year (part time could be considered). Monday - Friday with occasional evening and weekend work

**Holidays:** 22 days rising to 27 days after 5 years' service

**Other Benefits include:**

- **Pension** – Contributory pension scheme
- **Remission of fees** for a daughter attending the school, in line with the current policy of the School Council, subject to the usual standards and procedures for admission (currently 40% - pro rata for part time staff)
- **Death in service benefit** for non teaching staff
- **Dining and refreshment facilities** throughout the school day whilst on duty
- **Sports and Leisure** – use of the swimming pool, fitness suite and tennis courts (subject to availability). Weekly yoga classes are available after work
- **Wellbeing** – Staff have access to a confidential advice and telephone support service. Regular social events
- **'Cycle to Work' scheme**
- **Free parking on site**

# Safeguarding



The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Head and relevant agencies.

Roedean is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to an enhanced DBS check and a safeguarding interview.

Roedean is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Roedean in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.

# How to Apply



Applicants must complete the application pack and return it to [vacancies@roedean.co.uk](mailto:vacancies@roedean.co.uk) or via post to Louisa Butler, Recruitment Manager, Roedean School, Roedean Way, Brighton, BN2 5RQ.

If you have any questions about the role, please email [vacancies@roedean.co.uk](mailto:vacancies@roedean.co.uk)

Closing date for applications is 9am, 30 May 2025.

Due to the need to appoint quickly, we reserve the right to interview and appoint at any stage of the process.

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted.

*The School does not have a licence to sponsor migrants under the worker or temporary worker routes. Individuals who wish to work at the School will therefore need to hold or establish immigration status that allows them to work in the UK. The School is legally required to check that all successful job applicants hold the right to work in the UK before work can commence.*



# Why Work at Roedean?



At Roedean, we are seeking dedicated and enthusiastic members of staff, who are keen to prioritise the girls' well-being and happiness at all times. We are looking for those who enjoy working as part of a team, and who appreciate the importance of the girls' all-round experience at school. We are hoping that the girls will become life-long learners, always keen to undertake new challenges and learn from their experiences, and Roedean has the same

wish for its staff; the school is happy to provide support and training to facilitate the professional development if needed. All members of staff at Roedean enjoy strong and meaningful relationships with the girls, characterised by mutual trust and respect, and this was highlighted in our outstanding ISI Inspection report.







# The School Today



Roedean now numbers around 620 girls, the result of an annual growth of 15 % since 2013, and it is enjoying markedly increased interest, both from local families and from those in London who are choosing to take advantage of the weekly and flexi-boarding opportunities. There has been an enormous growth in the number of pupils from Sussex and the UK, and there are about 300 boarders in the school.

Roedean brings together students from over thirty-three countries around the world and those who live very locally; these different cultures and experiences add a great deal to the girls' experience, particularly in our increasingly globalised society, and the ISI Inspectors remarked that 'the cultural development of pupils is excellent', and commented on the 'mutual tolerance and respect' which came from the integration between pupils from different countries, and between the day girls and those who board.

74 % of the girls in the first three years are now from the UK, and, in recent years, many local girls have had the opportunity to join the Sixth Form from state schools nearby, benefitting from the School's Brighthelm Awards.

Our partnership with St Mark's Primary, in the Whitehawk estate, is hugely rewarding for the pupils at both schools – there are over 20 joint weekly activities, we fund-raised and built a Library on their site from scratch, and one year-group comes to Roedean each week for a morning of academic and sporting enrichment. Furthermore, the Roedean Academy, a programme of academic enrichment for Year 10 students, brings together academically gifted and engaged students from six local schools in the maintained sector with those at Roedean, to challenge their academic expectations and broaden their horizons.



### ROEDEAN'S ETHOS

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Founded in 1885 by three sisters to provide 'a thorough, physical, intellectual and moral' education with 'as much liberty as is consistent with safety', the School has always broken the mould. Today, Roedean is determined to empower the girls to challenge themselves to realise their considerable potential; they are given the opportunity to grow up at their own pace, not constrained by finite expectations, and they have the freedom to develop their talents and passions. Roedean's ethos is clearly focused on the remarkable benefits of a holistic approach to education, in which academic pursuits are complemented by a wide range of co-curricular activities, and the founding Lawrence sisters would be delighted with their legacy today. With over 140 activities on offer every week, the girls enjoy international travel awards, a Farm on the school site, the annual House Drama Festival, and our flood-lit all-weather pitch. Roedean girls excel in a range of sports, and many musicians and dancers perform beyond Grade 8 level – all such activities have their own intrinsic value, but they also have huge benefits

for the girls' academic endeavours. In 2021, the School introduced 'Wild Fridays', a programme which sees all of Year 7 spend every Friday afternoon outside, learning bushcraft skills and orienteering, looking after the animals on the Farm, and outdoor adventure – and they love it!

At Roedean, there can be no doubt that the girls' rounded education 'makes a considerable contribution to their personal development' (ISI Inspection), and it is precisely this which produces independent and creative young women who will make their mark in the world. In the same way that Roedean encourages the girls to pursue a variety of interests, we expect the staff to be committed to the busy life of this boarding school; it is wonderful when staff join the orchestra or play in the staff-student sports fixtures, and the girls love it when members of staff congratulate them on their role in the previous night's play or the goal they scored in the fixture at the weekend.

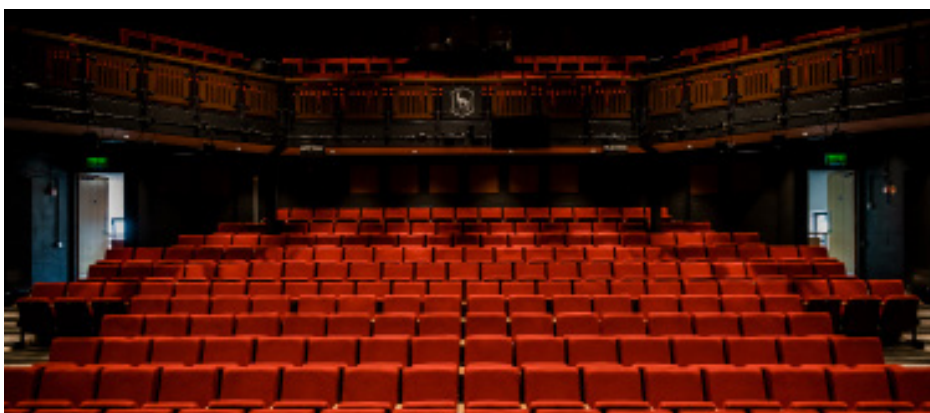
### ROEDEAN'S CAMPUS AND FACILITIES

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Roedean is located on a beautiful 45-acre campus, and owns a further 75 acres of land adjacent to the site. It is the only school in the UK to be set within a National Park and on a coastline, as well as being in the boundaries of a vibrant city. The Grade II listed main building and Keswick House were designed by the leading Victorian architect and Roedean parent, Sir John Simpson, who also designed the original Wembley stadium. The main building incorporates the four main boarding houses, the dining rooms, the Library, and the teaching and administration spaces. Later additions include the Chapel, Science Laboratories, the Theatre and dance studios, the Music wing, Keswick House and Lawrence House. We

also have an indoor swimming pool, a Sports Hall, which includes a multi-gym, and numerous playing fields to the front and side of the school. With a £1½ million refurbishment of the Sixth Form facilities in 2019, a small Farm on site with sheep, chickens, ducks, and pygmy goats, a refurbishment of our 355-seat Theatre in 2021, and a new all-weather flood-lit pitch at the heart of the School, Roedean certainly has wonderful facilities and buildings. A transformation of the Library was completed in April 2024 and delivers an outstanding study, research and exhibition space within the School's original school hall, further enhancing Roedean's academic provision.





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