



Cobham Hall

Recruitment Pack Commercial Manager

The UK's only Round Square Boarding and Day School
for Girls aged 11-18 and Co-Education Form



Cobham Hall

Following promotion of the current postholder to the position of Commercial Director within the Mill Hill Education Group, we are looking to appoint an experienced Commercial Manager to take on day to day management of Cobham Hall, a busy school that holds a variety of Lets during the School holiday periods. This is a challenging and varied role. This role will encompass operational management during the School term as well as the planning and delivery of Lets throughout the year. The Commercial Manager will work closely with the Estates Manager and have the ability to respond flexibly to changing priorities and changes in routine.

This is a residential role.

We hope that this information pack will provide you with the information you need on Cobham Hall and the role. However, should you want to discuss the position further please do not hesitate to contact Mrs Linda Odendaal, PA to the Headmistress, on 01474 823371.

Pay and Benefits

Salary is negotiable based on experience with a performance related bonus.

The School also offers:

- Contributory Pension Scheme.
- An opportunity to develop your leadership skills with an eye towards further leadership.
- Comprehensive induction and on-going opportunities for Professional Development.
- Use of the School fitness room, tennis courts and swimming pool.
- Residential accommodation.
- Lunches and other meals provided.
- Access to 150 acres of Grade II* designed parkland.

Hours of Work and Holidays

- 40 hours per week, although flexibility in working arrangements will be required.
- 25 days annual leave. You are also entitled to statutory Bank Holidays.
- Due to the nature of the role, there will be a requirement to work regular evenings, some weekends and Bank Holidays to support events and a flexible approach to working hours is therefore essential. Time off in lieu will be awarded for additional hours worked.



About the Role

Acquired in 1962 by the Westwood Education Trust, Cobham Hall comprises a Grade I Manor House, noted as one of the largest and most important houses in Kent, and a range of more recent buildings constructed to meet the needs of the School and including two boarding houses, a swimming pool, teaching block and large activity centre. The buildings are surrounded by 150 acres of Grade II* Repton designed landscape which also houses a range of contemporary landscape buildings. There are no formal sports pitches. However, the South Lawn is marked out for rounders in the summer and the West Lawn laid out for rounders and cricket. There are seven hard tennis courts adjacent to the Activity Centre. Plans are being developed to improve the flooring of the Activity Centre to create opportunities for a wider range of sports and for commercial lettings. There are also early plans for replacing the tennis courts and upgrading the pool.

During the year, the School has an extensive lettings programme including residential, sports and day lettings. The Commercial Manager will work closely with the Estates Manager to ensure that the facilities are set up and that impact on the operation of the School is minimised. This can involve tight turn arounds at the start and end of holidays. The School is also used on occasions for filming.

As the Commercial Manager you will provide strategic leadership in respect of the management of operations and Lets. However, as a small School, you will also have to be hands on, stepping in where necessary to assist and cover. You will also have to be flexible in your working hours, coming in, when necessary, at weekends and evenings to meet the needs of the role and to cover emergencies and other eventualities.

The merger of the School with the Mill Hill School Foundation brings considerable benefits. The financial stability and resources of the Foundation underpin planned growth and investment and provides a wider commercial and marketing team to support the Commercial Manager at Cobham Hall.

“Pupils are educated to a high standard and excel in extra-curricular activities fulfilling the school’s aim to develop each pupil’s potential in and out of the classroom.”

- ISI Report -

Job Description

Reports to: Headmistress

The responsibilities of the Commercial Manager will include the following:

Commercial Activities

- Overall responsibility for increasing commercial income of the School.
- Act as the focal point for all lettings enquiries; before, during and after the letting takes place.
- Managing existing commercial contracts in line with "Dual Use-School First."
- To run the SchoolHire account for Cobham Hall, responding to enquiries and ensuring documentation is up to date and relevant.
- To be a Personal Licence Holder for the premises.
- To manage the Lettings calendar, liaising closely with Finance staff, Estates Manager, Head of PE, Head Chef and the Catering and Domestic Support Services Manager as appropriate.
- To attract new lettings from clubs and groups to maximise income ensuring that a balance is made between the School's needs and lettings.
- To review the School's website with regards to Lettings.
- To build relationships with partners and community groups.
- To arrange annual meetings with major users to discuss their contracts and feedback in relation to their lets.
- To liaise with relevant department heads to make sure they're aware of the weekly lettings timetable.
- To work with the Marketing Team to promote Cobham Hall as a venue, including production of appropriate literature e.g. lettings brochure, weddings brochure etc.
- To manage the Lettings emails, ensuring timely responses and identifying key lettings.
- To ensure appropriate Letting Agreements are in place for all external lettings of School property and facilities.
- To work with clients to plan their events and activities.
- To plan and run weddings, Charity dinners, corporate and Christmas dinners and all other non-resident events (at evenings/weekends as required), including submitting necessary licence applications.
- To meet and check-in residential lettings groups (at evenings/weekends as required) and ensure all Health and Safety requirements are explained on check-in, including fire procedures and sharing of other appropriate risk assessments etc.
- To plan and manage an annual Open to the Public Programme.
- To co-ordinate film enquiries and filming days.
- To co-ordinate the work of staff assisting with Lettings and to ensure all resident staff and other relevant staff are aware of lettings on site.
- To liaise with the Foundation's senior management to agree charges for lettings and major contract negotiations.
- To prepare lettings agreements/venue hire agreements.
- To ensure lettings have any necessary documentation, such as insurance, safeguarding policies, DBS and others.
- Working with the Finance Team, prepare invoices and manage debtors.



Operations (Internal and External Events)

- To manage all aspects of catering and domestic services.
- Managing departmental budgets.
- Working closely with the Estates Manager to ensure the setup of facilities.
- To assist with administration, preparation and running of events as required e.g. Open Mornings, School plays, Sports Day, Festival Day providing “hands on” assistance.
- To produce the agenda for weekly In-School Events and Lettings meetings
- To support the student experience through the provision and line management of efficient and effective business and support services.
- To work with the members of staff organising trips to ensure the Outings and Activities policy is followed.
- Liaise with the School Nurse to ensure that appropriate first aid equipment is provided for events or trips.
- In liaison with the Headmistress, review and update the generic risk assessment to ensure that it remains fit for purpose and reflects current regulations and best practice.
- Induct new staff members in relation to events, school calendar, parking and catering etc.
- Ensure that event sheets are followed and relayed to the appropriate manager.

Marketing and Admissions

- Work closely as necessary to support the Head of Admissions and Marketing.
- Promote conversion from short stay commercial income into permanent students.

Catering and Domestic Services

- To plan, manage and develop the School’s Catering and Domestic Services in conjunction with the Head Chef and the Catering and Domestic Support Services Manager.
- Ensure the delivery of high quality and professional services across the School’s Catering and Domestic Services.
- Ensure the development and productivity of all teams and staff in the School’s Catering and Domestic Services.
- Ensure that income targets are met and achieve value for money across all functions.



Person Specification

In addition to the below, all candidates should have a clear understanding of and a commitment to the aims the School and be committed to the values and ethos at the heart of Cobham Hall.

Criteria	Essential	Desirable
Educated to GCSE level or above.	✓	
Evidence of working in a similar role/ experience of assisting with events planning and management and have an awareness of Health and Safety issues.	✓	
Excellent communication.	✓	
Organisational and time management skills.	✓	
Excellent IT skills.	✓	
Excellent interpersonal skills.	✓	
Clear understanding of the importance of promoting and safeguarding the welfare of children.	✓	
A flexible approach to working hours and willingness to work evening and weekend events.	✓	
A keen eye for detail and high expectations of presentation.	✓	
Common sense and initiative.	✓	
Ability to motivate others and build teams.	✓	
Flexibility to adjust to change and development.	✓	
Hold a relevant qualification in Events Management.		✓
Experience of working in a hospitality environment where high standards and flexibility are expected.		✓



Information about Cobham Hall

Cobham Hall is housed in a beautiful Grade 1 listed Tudor mansion built in 1584 and was at one stage home to the Ashes of cricketing folklore. The School is otherwise set in 150 acres of tranquil 18th Century park landscape in the pretty village of Cobham in Kent.

The School is within half an hour of central London via the High-Speed train service from Ebbsfleet International to London St Pancras and within an hour of the Channel ports of Dover and Folkestone by car.

Cobham Hall was founded in 1962 and is a Boarding and Day School for girls aged 11 to 18, and co-educational in the Sixth Form. The School is part of The Mill Hill Education Group and a member of the Round Square network of schools and indeed when it became a member back in 1971 was, at the time, the first all-girls' school to join the network.

The Round Square IDEALS are central to the School's ethos, helping each student to realise that "there is more in you than you think": the School's motto. There is a high commitment to the personal wellbeing of each student and Cobham Hall is recognised as a leading innovator in this area.

The School's aim is to ensure that students leaving Cobham Hall are young individuals who can step into the world with confidence in their abilities, who are eager to embrace opportunities, and who have an understanding and practical experience of working alongside people from different backgrounds and cultures.

Our small class sizes ensure that each student can be supported on their educational journey and enables lessons to be dynamic and engaging.

Full details of Cobham Hall's most recent inspections are available on its website at www.cobhamhall.com. In summary, a full integrated ISI inspection in 2021 found the majority of areas looked at to be excellent, with the remainder all found to be good, whilst in 2019 the School received a very positive report from CReSTeD.

For further details about Cobham Hall please refer to the School's website, details of which are set out above. The School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced DBS check.

HOW TO APPLY

- 1 If you would like to apply for this role, please download the application form from the School website, Our Guidance Notes for Applicants can also be found on the website.

[View online page](#)

- 2 Your application form should be completed in full and returned to **vacancies@cobhamhall.com** by **9.00am on Monday 18th December 2023**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Foundation is committed to safeguarding the welfare of children. The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.





There is more in you than you think

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