

Commercial Operations Assistant (temp)

Job title: Commercial Operations Assistant

Responsible to: Commercial Enterprise Manager

Number of Positions: 2

Contract Type: Part Time, Fixed Term (22 June - 25 August 2026)

Salary: (£12.71 per hour)

Working Hours: 28 hours per week, 4 days out of 7 (weekend working and occasional evenings), Various shift patterns. Some overnight working may be required (accommodation provided)



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St Andrews, Scotland KY16 9QJ Registered Charity SC016693

Job Purpose

To support the efficient operational delivery and growth of the school's commercial activities over the Summer period, including residential lettings, holiday clubs, events, and auxiliary services.

The role ensures high standards of customer service, smooth operational coordination, and effective administration to maximise revenue and community engagement.

If you are an energetic individual who enjoys a varied work environment this position will allow you to gain an insight and obtain skills within a commercial enterprise setting.

Key Responsibilities

1. Commercial Activities & Lettings

- Assist in managing school facility lettings and residential lettings within the boarding houses.
- Handle enquiries, bookings, and client communications.
- Support the Commercial Operations Coordinator with the preparation of hire agreements, schedules, and invoices.
- Ensure spaces are set up according to client requirements working alongside the Domestic, Facilities, Estates and Catering teams.

2. Events Support

- Support the planning and delivery of internal and external events (e.g. holiday clubs, sporting events and school events).
- Liaise with staff, suppliers, and external partners.
- Assist with logistics such as catering, AV, signage, and staffing.
- Provide on-site support during events when required working across Commercial, Domestic and Facilities departments as and when required.

3. Administration & Finance

- Assist with invoicing, payments, and financial tracking.
- Use booking systems (e.g. Trybooking and Airbnb) effectively.

4. Customer Service & Relationship Management

- Support the Commercial Operations Coordinator with commercial enquiries.
- Build and maintain positive relationships with clients and partners.
- Ensure a professional and welcoming experience for all customers/partners.

5. Marketing & Promotion

- Support the Marketing Team with the promotion of school facilities and commercial lets.
- Help identify opportunities to increase commercial income.

6. Compliance & Operations

- Ensure all activities comply with health & safety and safeguarding policies.
- Coordinate with Domestic, Facilities, Estates and Catering teams.
- Assist with risk assessments and operational planning.



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DISCOVER ST LEONARDS

St Leonards has been at the forefront of education in Scotland and beyond since its foundation in 1877. Throughout its life, the School has demonstrated a progressive spirit from its inception as a pioneering school for girls to the vibrant fully co-educational boarding and day school that it is today.

St Leonards is an HMC and IB World School situated in the heart of the vibrant, historic and cosmopolitan university town of St Andrews, the 'Home of Golf'. The School is fully co-educational with close to 600 pupils from Year 1 to Year 13 and is the only IB continuum school in Scotland. With over 35 nationalities in the pupil body, it is a school with a truly global outlook. The school's motto is *Ad Vitam* ("for life"), and the ethos and approach to learning of the IB permeates all areas of school life, within and beyond the classroom.

St Leonards offers an exceptional range of enriching academic, sporting, musical and creative opportunities, and was named 'Scotland's Independent School of the Year' by the Sunday Times for 2019, in recognition of its complete commitment to offering a first-class education.

Prior to the award of 'Independent School of the Year', St Leonards was named the Sunday Times' top-performing Sixth Form for IB/A-Level results in Scotland for three consecutive years: 2016, 2017 and 2018. The average IB Diploma points score in 2021 was 35, with over 80% of

all Higher Level (HL) scores graded at 7/6/5 (equivalent to A*/A/B at A level). The School has recently undergone a multi-million refurbishment programme of the boarding houses; a sector leading golf programme has been established; the record school roll continues to grow; academic achievement is strong; public recognition of the School is incredibly positive; the highest standards of pastoral care are provided by well-trained, committed and specialist staff who address the individual needs of pupils, and outstanding teachers are attracted to work in and become part of the inclusive culture and diverse St Leonards community.

One hour from Edinburgh International Airport and approximately a one-hour flight from London, our enviable Scottish location is accessible, with beautiful beaches, historic landmarks and rolling countryside on our doorstep.

The town is very much seen as an extension of the School campus and the St Leonards' close collaboration with the University of St Andrews, recently voted the top university in the UK, is yet another opportunity.

As we move towards our 150th anniversary, the School is at an exciting stage of its development. At St Leonards, we aspire to attract and retain the best staff, who embody the IB attributes and strive to deliver a holistic education that effectively prepares pupils for the future, fostering in them a love of learning that they take with them through life.



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Person Specification

Essential

- Good organisational and administrative skills.
- Excellent communication and interpersonal abilities.
- An enthusiastic and positive manner.
- Good IT skills (e.g. Microsoft Office, email systems).
- Ability to multitask and work under pressure.
- Customer-focused approach.
- Flexibility (including regular evening/weekend working).

Desirable

- Experience in events, hospitality, or commercial operations
- Experience working in an educational or similar environment.
- Knowledge of booking systems or CRM software.
- Basic financial/admin experience.
- First Aid and safeguarding qualifications or experience

Personal Attributes

- Proactive and self-motivated.
- Detail-oriented and reliable.
- Professional and approachable.
- Team player with a positive attitude.

Additional Information

- The post-holder will be required to comply with the school's safeguarding policies and undergo appropriate background checks (e.g. PVG).
- This job description may be amended as required to meet the evolving needs of the school.
- Onsite accommodation may be available if required.

For further information about this position, please contact Caroline Hirst, Commercial Enterprise Manager, by emailing: commercial@stleonards-fife.org

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THE APPLICATION PROCESS

St Leonards is committed to creating a diverse and inclusive culture, where all members of the community - colleagues, pupils and families - are seen and valued.

This culture ensures that St Leonards delivers an outstanding global education in a multi-cultural living, learning and working environment.

Applications should be made via St Leonards [Teacheroo portal](#)

**Closing date and time for applications is Noon on Friday 22nd May 2026
September 2025. Interview to take place ASAP.**

We reserve the right to close the vacancy earlier.

All successful applicants will be required to undertake a Criminal Record check and either hold or be accepted for membership of the Disclosure Scotland Protecting Vulnerable Groups (PVG) scheme.



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