

Commercial Operations Assistant

Responsible to: Commercial Enterprise Manager

Responsible for: N/A

Salary: Grade 2 - £26,080 - £28,146

Contract Type: Full time, permanent

Hours of Work: 37.5 hours per week, full-time permanent, Monday to Friday. Evening and weekend working as and when required.



Job Overview:

Reporting to the Commercial Enterprise Manager, the Commercial Enterprise Assistant will be responsible for delivering parts of the commercial strategy. The School has a wide range of excellent facilities including a swimming pool, astro turf, meeting rooms, 5 x luxury flats, and a mix of prime venue spaces and accommodation, in the heart of St Andrews. The School offers a fantastic location and there is a huge opportunity to generate income. This is an exciting and entrepreneurial role, where the role holder will be responsible for growing and maintaining a profitable portfolio of clients for the commercial part of the School's business - namely the School holiday (day) activities club. Duties include pursuing existing and new, local activity opportunities, leading the sales and marketing strategy to support, as well as overseeing the delivery of holiday based activity camps.

St Leonards has been at the forefront of pioneering education since it was founded in 1877. As we look forward to celebrating our 150th anniversary in 2027, we remain focused on our fundamental purpose: to educate young people for life. Ad Vitam



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.



Main Areas of Responsibility:

Assisting the Commercial Enterprise Manager and Commercial Enterprise Coordinator with organising and facilitating school run holiday activity camps, after school care and commercial lettings:

- Assisting the Commercial Enterprise Manager and Commercial Enterprise Coordinator in designing and implementing activity clubs for 5 - 18 yrs old to make a profit for the Enterprise Business and supporting the operational running and administration of the Leonard Link Club, the School's after school care provision.
- Assisting the Commercial Enterprise Manager with sourcing staff to support activity clubs and after school care.
- Be prepared to stand in as temp staff, for activity camps and after school care, if required:
 - Provide childcare and instruction for a range of sporting, artistic and recreational activities during the holiday activity camps.
 - Provide a safeguarding role before, during and after camps and activities.
- Supporting planning, generating and delivering stimulating and a varied programme of commercial lettings and activities, both day-time and residential to be held on St Leonards campus, during appropriate term time and school holiday windows.
- Sourcing, installing and managing robust booking systems for commercial lets and ensuring regular communication is maintained with interested parties and the Finance Department.
- Ensure relevant data gathering systems are compliant with GDPR regulations.
- Liaising with the People Development Manager to ensure relevant contractual arrangements are in place.
- Assisting the Commercial Enterprise Manager to have the sufficient insurance policies, risk assessments (where required) and certification in place to operate safely.

To provide operational and administrative support for the Commercial Enterprise Department:

- Provide any other administrative support tasks as required.
- Support the team with the staffing and administration of the St Leonards Shop.
- Provide operational support to Priorsgate property Letting, on request and as part of a wider team:
- Assisting with managing bookings and processing payments on commercial booking systems.

- Providing operational support such as providing keys, checking facilities, and the handover and takeover of the commercial lets including pre and post inspection of facilities.

Safeguarding and Compliance:

- To undertake all relevant Child Protection and Safeguarding training as required.
- Ensuring staff have suitable PVG clearance and first aid training as required
- To ensure that the complaints policy is followed effectively, carry out appropriate investigations when concerns are raised and ensure that any formal procedure is followed in a fair and equitable manner.
- To be aware of and apply the School's policy on Health and Safety, including matters relating to risk assessments, fire regulations and maintenance/works issues, to help to ensure the safety of staff and pupils and to raise their attention to Health and Safety regulations and responsibilities.

This is not intended to be an exhaustive list of responsibilities and duties. It is expected that the post holder will participate in other reasonable activities which may be required to meet the needs of the School or for better fulfillment of the role.



Person Specification

<i>Criteria</i>	<i>Essential</i>	<i>Desirable</i>
<i>Education, Training, Qualifications</i>	● Degree or vocational qualification level qualified. Training in working with young people in an educational or activity-focused environment.	● Degree in a business related discipline. ● First Aid and safeguarding qualifications or experience.
<i>Experience and Knowledge</i>	● Understanding and appreciation of operating within an independent education sector. ● Able to communicate clearly, confidently and effectively across all levels of the school staff. ● Adapts communication techniques to suit the audience. ● Deals with enquiries and problems in a prompt manner.	● Knowledge of Health & Safety and Risk Assessing. ● Ability to build rapport easily with a strong focus on the customer experience. ● Is willing to go the extra mile to exceed customer expectations.
<i>Competencies and Skills:</i>	● Experience in coaching, teaching or providing child care to children in a learning environment. ● Organisation and event planning experience. ● Displaying an innovative approach with a willingness to consult and seek advice where appropriate. ● Experienced in IT	● Working knowledge of Microsoft Office and/or Google Suite platforms. ● A full clean driving licence.
<i>Interpersonal skills</i>	● Understanding and meeting customer needs. ● Ability to work independently or as part of a team. ● An enthusiastic and positive manner. ● Demonstrates a flexible approach to the needs of the School and the Support team. ● Keen to do things well and work steadily to meet targets. ● Enjoys challenges and is reliable under pressure. ● Build and maintain strong working relationships with stakeholders and internal teams..	● Organised, punctual, motivational, and with varied communication skills, (formal, informal, internations). ● Physically fit to be able to undertake the range of duties outlined above. ● Ability to work as part of a team. ● Ability to work independently and take responsibility for planning own workload. ● Professional manner and appearance.



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](#). The closing date and time for applications is Noon on **5 October 2026**. Interview to take place ASAP. We reserve the right to close the vacancy earlier.

Please note :

- St Leonards cannot offer visa sponsorship therefore applicants must have the right to work in the UK

Any questions may be directed to recruitment@stleonards-fife.org in the first instance.

All successful applicants will be required to be accepted for membership of the Disclosure Scotland Protecting Vulnerable Groups (PVG) scheme.