



PLUMPTON

COLLEGE

Plumpton Estates Commercial Co-Ordinator	
Reporting to	Finance Director
Working Hours	Full time (37.5 hours a week)
Contract:	One-year Fixed Term Contract
Salary	S5 (21-25) Senior Officer £28,901 to £32,630
Annual leave	26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas

Job Purpose

The Commercial Officer will play a pivotal role in identifying, developing, and improving commercial revenue streams for Plumpton College. This includes co-ordinating the College farm's production of commercial products, managing and updating the College's Shopify store, and proactively seeking new opportunities to increase commercial income. The postholder will work closely with the Finance Director, Business Services team, and key stakeholders to ensure commercial activities are efficient, profitable, and aligned with the College's strategic goals.

Key Responsibilities

1. Commercial Revenue Growth

a. Identify and evaluate new and existing opportunities to increase commercial income across the College, with a focus on farm products and other commercial ventures.
b. Analyse sales data and market trends to recommend improvements and innovations in commercial activities.
c. Develop and implement strategies to maximise profitability from College assets and services.

2. Farm Product Co-Ordination

a. Work with farm staff to plan, co-ordinate and optimise the production of commercial products (e.g., food, plants and livestock).
b. Ensure products meet quality standards and are ready for sale through appropriate channels.

3. Digital Sales & Shopify Management

a. Manage and regularly update the College's Shopify store, ensuring product listings, pricings and stock levels are accurate and appealing.
b. Develop digital marketing initiatives to promote commercial products and drive online sales.

4. Stakeholder Engagement

a. Liaise with internal teams, students, parents and external partners to support commercial initiatives.
b. Act as the first point of contact for commercial enquires and provide excellent customer service.

5. Administration & Compliance

a. Prepare reports and presentations on commercial performance for the Finance Director and senior management.
b. Ensure all commercial activities comply with College policies, health and safety and relevant regulations.
c. Maintain accurate records of commercial activities, sales and inventory.

6. Continuous Improvement

a. Actively seek digital and process improvements to enhance commercial operations.
b. Support the organisation and delivery of College events, including those with a commercial focus.

7. Further Duties

a. To undertake any further duties commensurate with the grade and responsibilities of the post allocated by the Line Manager or a member of SMT
b. To adhere to appropriate College policies including (but not limited to) safeguarding, equity & diversity, and health and safety

8. Continuous Professional Development

a. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development
b. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance progression.

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional

- Passionate about everything we do
- Supportive

Essential Criteria
1. Demonstrable experience in commercial or revenue-generating roles, ideally within an educational or agricultural setting.
2. Strong organisational and project management skills, with experience co-ordinating product development or sales.
3. Proficiency in digital sales platforms (e.g., Shopify) and Microsoft Office.
4. Excellent communication and interpersonal skills.
5. Ability to work indecently, show initiative and prioritise workloads to meet deadlines.
6. Analytical skills to interpret sales data and identify growth opportunities.
7. Experience of forming productive working relationships with a range of stakeholders.

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 0830hrs to 1700hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is a one-year fixed term contract. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

Continuous Professional Development (CPD)

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than

another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal