HIGH SCHOOL OF DUNDEE

Head of Commercial & Enterprise

Candidate Pack

Help shape the next chapter at one of Scotland's great schools

An exceptional school. An exciting moment. A significant opportunity.

The High School of Dundee has been educating young people for almost 800 years. We are enormously proud of that history. But we are even more excited about what comes next.

We are seeking an exceptional Head of Commercial & Enterprise who is passionate about driving growth, developing new opportunities, and building strong partnerships. Combining strategic vision with commercial acumen, the successful candidate will lead enterprise initiatives, identify new revenue streams, and inspire teams to deliver ambitious goals. This is an exciting opportunity for a forward-thinking leader to make a significant impact on the organisation’s growth and long-term success.



Background to this Role

It has been well documented that independent schools are under increasing pressure and are now subject to VAT on Tuition Fees. At the same time, the cost of providing a pupil with a place has increased. It is important that the School focuses on other income to subsidise overall operations, support investment in facilities and resources and help maintain affordability for families.

The Head of Commercial & Enterprise role is a new results-driven post with full accountability for revenue growth as the School recognises that it must invest in a specific role to maximise the potential return from non-tuition fee income.

This role reports directly to the COO. We are looking for someone who is highly strategic but willing to be ‘hands-on’ as this is a solo post.

This role is not open to candidates who do not already have the legal right to work in the UK.



Job Purpose:

The Head of Commercial & Enterprise is responsible for overall strategic oversight, development and growth of the School's non-fee income. They will be accountable for driving commercial growth across the business, owning and delivering set revenue targets and measured against clear KPIs. This post holder will develop new business, driving forward new partnerships and community engagement, including the School's associated groups.

The postholder will have commercial and operational management experience, excellent leadership skills and a collaborative approach. They will have experience and a proven track record of developing commercial opportunities, managing budgets and contracts, being accountable for revenue growth against agreed KPIs, and building successful stakeholder relationships. Strong commercial awareness, sound financial acumen and excellent communication skills are essential. The postholder is a member of the senior leadership team and will continue to protect the School's charitable purpose and reputation, and support its financial sustainability.

As a member of the senior leadership team, the postholder is expected to provide reports to the School's Directors and Senior Leadership Team.

This postholder will also manage and oversee the School's pupil catering function and dedicated bus and transport contracts and operations.



Key Outputs & Responsibilities:

Commercial strategy and income generation

- Develop and deliver a commercial strategy that grows non-fee income in line with the School's charitable objects and OSCR requirements.
- Drive profitable commercial growth through new business, account expansion and new revenue chanels.
- Identify, prioritise and convert new growth opportunities.
- Lead lettings of sports, performance, conference and teaching spaces to clubs, community groups and businesses.
- Develop holiday programmes, summer camps, tutor classes, sports memberships and other enterprise activity.
- Actively source, negotiate, and nurture high-value commercial partnerships, focusing on long-term revenue growth and brand alignment.
- Manage the School's trading subsidiary activity with the COO and Head of Finance, including VAT and primary-purpose considerations.
- Set commercial budgets and pricing, and report income, margins and forecasts to the COO and Finance Committee.
- Build partnerships with local organisations, sports bodies and the wider Dundee community, supporting the School's public benefit.
- Develop and lead the School’s sponsorship strategy, identifying and securing appropriate commercial sponsorship opportunities and building mutually beneficial partnerships that enhance income generation, profile and engagement, while ensuring alignment with the School’s values and reputation.
- Build and execute a commercial plan delivering agreed annual revenue targets, with performance measured against defined KPIs.
- Track, report and take action on pipeline, conversion and revenue performance against target.
- Take personal accountability for results, adjusting strategy quickly where performance falls short.



Catering and transport services

- Manage the School's catering and transport contracts, ensuring high standards of operational delivery alongside rigorous financial and commercial oversight, including ongoing monitoring of contract costs, performance, value for money and compliance with agreed service levels.
- Own and monitor the financial performance of catering and transport activities, including income, expenditure, subsidies and contribution, reporting performance against agreed budgets and forecasts and taking corrective action where variances arise.
- Develop and regularly review pricing strategies for transport and other relevant services, making evidence-based recommendations to ensure appropriate cost recovery, competitiveness and financial sustainability.
- Oversee the operational management of the School's dedicated bus services and transport to Mayfield Sports Centre, ensuring services are delivered efficiently and within agreed budgets.
- Monitor route utilisation, passenger numbers, cost per route and income generated, identifying opportunities to improve efficiency, increase utilisation, reduce subsidy and strengthen financial performance.
- Undertake at least an annual review of routes, capacity and pricing, providing clear recommendations supported by financial analysis and anticipated impact on income, costs and service delivery.
- Lead contractor tendering, procurement and contract-renegotiation processes, developing robust financial comparisons and recommendations to secure best value and appropriate contractual terms for the School.
- Maintain appropriate management information and KPIs for outsourced services, providing the COO with regular reporting on budget performance, income, costs, utilisation, contract performance and identified savings or growth opportunities.





Governance and Reporting

- Prepare clear, accurate and timely commercial and financial reports, business cases and recommendations for the Executive Rector, Senior Leadership Team, Finance Committee and Board of Directors, supporting effective scrutiny and informed decision-making.
- Provide regular reporting on commercial performance against agreed budgets, forecasts and KPIs, including revenue, contribution, pipeline, conversion, profitability and key variances, with clear recommendations and corrective actions where performance is below target.
- Maintain appropriate governance, controls and records across commercial and enterprise activities, ensuring decisions, contracts and financial commitments are appropriately documented and authorised.
- Identify and actively manage commercial, financial, contractual, operational and reputational risks, escalating material issues appropriately and proposing practical mitigation.
- Ensure commercial and operational activities are undertaken with appropriate regard to UK GDPR, data protection, confidentiality and the School's information governance requirements.
- Work collaboratively with the COO and Head of Finance to ensure commercial activities operate within the School's agreed financial controls, delegated authorities and governance arrangements.

Person Specification

Essential:

- Degree or equivalent relevant professional experience.
- Significant commercial experience, with evidence of working in a similar or relevant role.
- Proven track record of developing commercial opportunities, growing income and improving financial performance measured on commercial results against agreed KPIs.
- Experience of managing commercial budgets, owning and delivering revenue targets and financial performance metrics.
- Experience of contract management and working with external suppliers, partners or commercial organisations.
- Good understanding of relevant legal, regulatory and compliance requirements relating to commercial activities.
- Awareness of health and safety, safeguarding, data protection/GDPR and associated operational requirements.
- Strong leadership skills, with the ability to motivate, influence and inspire others towards shared goals.
- Strong financial, negotiation, project and contract management skills.
- Excellent written and verbal communication skills, with the ability to build effective relationships with a wide range of stakeholders.
- Excellent IT skills and confidence in using technology and data to support commercial decision-making.
- Commitment to safeguarding and the School's ethos and values.
- High levels of integrity, discretion and sound judgement.
- Calm under pressure, commercially minded and service-focused.
- A flexible approach to working hours, including a willingness to work occasional evenings and weekends where required.
- Full UK driving licence.



Personal Specifications - continued

Desirable:

- Experience within an education, charity, leisure, hospitality or similarly customer-focused environment.
- Experience of operating as part of a senior leadership team.
- Knowledge of Scottish education regulation, OSCR requirements and charity trading rules.
- Experience of developing commercial partnerships and sponsorship opportunities.
- Experience of identifying and developing new income-generating or enterprise opportunities.
- An interest in and willingness to contribute to the wider life of the School and the Dundee community.



So, why HSD?

We are seeking an exceptional Head of Commercial & Enterprise who is passionate about driving growth, developing strategic partnerships, and creating new opportunities. With strong commercial acumen and entrepreneurial flair, the successful candidate will lead enterprise initiatives, identify sustainable revenue streams, and deliver impactful outcomes that support the organisation’s strategic objectives.

Nearly 800 years of history. The next chapter is ours to write.



Salary and Benefits

Hours: 35 hours per week, all year round.

Working Pattern: Monday – Friday, 9am - 5pm with one hour unpaid break. A degree of flexibility, including occassinal evening and weekend working, will be requred to meet the needs of this senior role.

Salary: £55,000 - £60,000 per annum

Reporting to: Chief Operating Officer

Direct Reports: N/A

Location: Euclid Campus, Dundee with activity across the wider HSD estate and externally as required

Pension: The High School of Dundee operates a Defined Contribution Pension Scheme for Non-Teaching Staff with Legal & General.

Benefits Platform: Pluxee

Fee Remission: A discretionary staff fee concession should your children attend the High School of Dundee (currently 40%) or High School of Dundee Nursery (currently 20%).

Access to School's gym based at Mayfield, outside of School hours.

How to Apply

To apply the following should be submitted via the High School of Dundee recruitment portal:

- A one-page covering letter addressed to the Chief Operating Officer demonstrating how your knowledge, skills and experience meet the requirements of the role and why you are interested in working at HSD
- CV (max. two pages)
- Online Application Form

This role closes to all applications at **midnight Sunday 29 November 2026.**

Interviews will take place at the High School of Dundee between 7 - 9 December 2026.

If you would like any more information or have any questions arising from this candidate pack, please contact coo@highschoolofdundee.org.uk

How your information will be used

To progress your application, for administrative purposes, High School of Dundee will record, keep and hold the personal data which you have provided in this application, stored in our HR files. Your data will not be transferred to any third parties outside of High School of Dundee. If you are successful High School of Dundee will retain this data as part of your employee record which will be stored based on our Staff Privacy Notice. In the event your applications is unsuccessful, we will hold the application and the data contained for three months in case of a future vacancy which we may invite you to apply for, following which we will delete it. If you have any questions about High School of Dundee's use of data please contact us.