

Heathside School Walton Job Description

Job Title	Income Generation Manager	Grade	ELM8
Department	Operations	Hours	28 hours
Reports To	Assistant Head	Weeks	38.4 Weeks

JOB PURPOSE

The Income Generation Manager will lead and coordinate the development of additional income streams to enhance educational provision and student opportunities.

MAIN DUTIES AND RESPONSIBILITIES

Grants & Bid Writing

- Identify suitable grant and funding opportunities aligned to school priorities
- Maintain a funding pipeline and calendar of application deadlines
- Write, coordinate and submit high-quality funding applications and bids
- Gather impact data and evidence to support applications
- Liaise with curriculum leaders and project leads to shape proposals
- Track outcomes of bids and maintain records of submissions
- Produce evaluation and impact reports for successful grants
- Ensure compliance with funder requirements

Lettings & Community Income

- Develop and implement a strategy to increase lettings income
- Market school facilities to community groups and external organisations
- Oversee bookings, contracts and pricing structures (in liaison with the Operations Manager)
- Monitor lettings income and occupancy levels
- Identify opportunities to expand commercial use of facilities
- Ensure lettings activity complies with safeguarding, insurance and health & safety requirements

PTA & Fundraising Coordination

- Act as school liaison for the PTA
- Support the planning and coordination of fundraising events
- Identify external fundraising opportunities in partnership with the PTA
- Ensure financial processes are clear and compliant
- Strengthen engagement between school and parent community
- Develop annual fundraising targets and tracking mechanisms

Strategy & Impact

- Develop an annual income generation plan aligned to the School Improvement Plan
- Set income targets and monitor progress
- Produce regular reports for senior leaders and governors
- Identify new and innovative income streams
- Build relationships with local businesses, charities and community partners
- Ensure all activity aligns with Trust and school policies and ethical standards

Other Duties:

- Attend school events as required and assist with the planning of whole school events by ensuring all resourcing requirements are in place i.e. staffing, rooming etc. This includes supporting in the preparation for public exams.
- Undertake role assigned in the event of an emergency as detailed in emergency plans and evacuation procedures.
- Undertake first aid training and responsibilities as required.
- Maintain confidentiality and security of personal data at all times ensuring compliance with the Data Protection Act.
- Take responsibility for your own well-being.
- Participate in appraisal and the achievement of objectives set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate.
- Carry out all duties and/or times of work as required and not in accordance with the grade and general level of responsibility within the school.

Generic Duties relevant to all members of staff

- All staff are expected to be committed to support the trust ethos in everything they do and avoid any action that may detrimental to the interests of the Trust.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- As a member of the Trust your role will be based at Heathside School. However, you may be asked to work at other academies within the Trust or partner schools.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems. This includes following the procedures as laid out in the Trust’s Acceptable Use Policy.
- Employees are required to work in compliance with the Trust’s Health & Safety Policies and the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust. This means attending training and observing relevant procedures documented in policies, recognised guidance and Risk Assessments.
- ElmWey Learning Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

This job description and personal specification is current at the date issued, but may be updated in consultation with you to meet changes to regulations or circumstances. These would be commensurate with the grade and the title of the post. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

“This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”

Person Specification	Essential	Desirable	How Assessed
Experience			
Experience in administration or management of operations or staff	E		App/Int
Experience of working in an educational environment		D	App/Int
Working with people at all levels both internally and externally, committing support to the Senior Leadership Team	E		App/Int
Experience in formulating & implementing policies procedures and creating new systems and processes to develop efficiency	E		App/Int
Skills, knowledge and abilities			
	E		App/Int

Willingness to maintain up to date knowledge of a range of school policies and procedures	E		App/Int/Ref
Ability to manage safely classroom activities and student learning in accordance with behaviour policy and staff Code of Conduct	E		App/Int
Excellent ICT skills including Word, Outlook and Excel	E		App/Int
Effective written and oral communication and presentation skills	E		App/Int
Effective time management and organisational skills	E		App/Int
Ability to follow instructions and give advice	E		App/Int
Meticulous attention to detail & maintain high level of accuracy	E		App/Int
Ability to work on own initiative and under pressure to tight deadlines	E		App/Int
Ability to analyse, present and interpret data	E		App/Int
Ability to learn new skills and processes quickly	E		App/Int
Understand and be able to use a range of strategies to deal with classroom behaviour as a whole and individual students' needs			
Qualifications and Training			
Good standard of education	E		App
Further or higher education qualifications relevant to post		D	App
Personal attributes			
Good interpersonal, presentation and communication skills, able to relate well and build good relationships with young people	E		Int/Ref
Responsible, calm, confident, professional and able to deal effectively with staff at all levels, providing challenge when appropriate	E		App/Int
Flexible, efficient, solution focussed and highly organised	E		App/Int
Sensitivity, diplomacy, integrity and awareness of confidentiality	E		Int/Ref
Resilient and self-motivated with a commitment to continued improvement and personal development	E		Int
Ability to work without supervision and a team player, able to motivate a team, delegate duties whilst promoting equality of opportunity, participation and diversity.	E		App/Int/Ref

App = Application **Int** = Interview/Test **Ref** = Reference

Employee Name		Line Manager Name	
Employee Signature		Line Manager Signature	
Date		Date	