

Commercial Manager

Recruitment Pack



SOMERHILL
We grow amazing people



Welcome to Somerhill

We have a very special school here with a unique offering: the 'best of both worlds', the 'ideal mix' and the 'place I always dreamt of finding' are the comments we often hear from our parents or visitors. With co-educational learning until age 7, Somerhill offers single-sex classroom lessons until children leave us for senior schools, allowing uninhibited learning and bespoke strategies for the older girls and boys with all the benefits of a co-educational setting.

Our philosophy for the children at Somerhill is straightforward: happy children want to learn. Children are happy if they can play, participate widely and start to master skills of whatever kind, and our stunning setting and outstanding facilities offer endless opportunities for the children to find something that makes them smile.

We believe this offers you the perfect glimpse into our school life. However, to fully appreciate the extraordinary education that we offer and see our vision of confident, curious, and resilient children realised, we invite you to visit us at Somerhill. You will see that this really is an exceptional learning environment where we grow amazing people!



beautifully unique

Our unique school

Click [here](#) to see an introductory video of Somerhill

Somerhill is set in a stunning 400-year-old Jacobean mansion surrounded by 150 acres of beautiful parkland. You will be hard-pressed to find a more glorious setting for a school! We have excellent facilities including a multi-purpose sports hall, astroturf, indoor swimming pool complex and purpose-built music suite to name just a few.

Ours is a mixed ability school. Teachers really invest in the children and know them well, with lessons carefully planned to cater to all abilities.

We have very bright and capable pupils and send more pupils to grammar schools each year than any other local school. Destinations include Tonbridge Grammar School, The Judd School, and The Skinners' School. Some pupils are awarded scholarships at independent schools such as Tonbridge School, Sevenoaks School, Walthamstow Hall and Sutton Valence School at 11+/13+.

We also cater to children who find aspects of their learning more challenging and currently approximately 40 pupils receive additional support.

Located just to the south of Tonbridge, we are readily accessed by a slip road off the A21.

Between the ages of 2 and 7 years, girls and boys are together in the classroom. This environment promotes uninhibited development at an age when playing and learning are often synonymous. From 7 to 13 years, children benefit from a single-sex classroom environment, where girls and boys learn in different and bespoke ways. The moment classes finish, everyone is together - at break and lunch as well as for sports, music, clubs and activities. This really is the best of both worlds for our children.

endless opportunities

'Positive mental health is given high priority' and 'the welfare of pupils is given prime importance.'

ISI – February 2024.

Taking a holistic approach to education, we nurture academic, personal, spiritual, social and moral growth, enabling our pupils to become confident, curious and resilient individuals going out into the world.

We encourage our pupils to work hard and take pride in their achievements, to think independently, to face up to challenges, to accept responsibility, to develop a broad range of skills and interests and to show concern for others and the environment.

To put it simply: *we grow amazing people.*

Our school values



pastorally focussed



Commercial Manager

The package

Employment status: Permanent, 52 weeks per annum

Hours of Work: Full-time, year-round role (45 hours per week), with some flexibility required

Salary: Competitive, depending on experience and qualifications

Reporting to: Head of Somerhill

Application timeline

Application closing date: 19 June 2026

Interview date: Soon after receipt of application

Applications should be submitted using the official [application form](#).

we grow amazing people

Job description: Commercial Manager

This is an exciting newly created role, offering the opportunity to shape and deliver a long-term commercial strategy for Somerhill. The Commercial Manager will lead the development of non-fee income streams, ensuring all activities are professionally run, aligned with the School's ethos, and contribute sustainably to its future. We are seeking an individual with a proven track record, who combines exceptional stakeholder management and communication skills with the ability to lead initiatives sensitively and thoughtfully.

As a member of the Senior Leadership Team, the postholder will play a key role in driving innovation, growth, and community engagement.

Key Responsibilities

Strategic Leadership

- Review and shape the School's commercial strategy in partnership with the Head and SLT
- Develop sustainable, well-integrated commercial models aligned with school priorities
- Ensure effective planning within a busy school environment

Business Development & Marketing

- Identify and develop new income-generating opportunities including sports lettings, our swim school, holiday clubs, specialist events and other areas identified
- Work closely with Marketing and Admissions to grow awareness and demand
- Build strong local partnerships and networks
- Contribute to the school development plan, business planning and forecasting.

Operations & Delivery

- Oversee the day-to-day delivery of all commercial activities
- Lead and support staff with a collaborative, high-quality approach
- Manage contracts, systems, and supplier relationships
- Consult with teaching and non-teaching functions cross the school, being sensitive of
- Drive continuous improvement in processes and service standards

Financial & Performance Management

- Manage budgets and track performance against agreed targets
- Establish clear KPIs and reporting mechanisms
- Ensure all activity is financially viable and well governed

Relationships & Community Engagement

- Build positive relationships with staff, families, and external partners
- Act as a professional ambassador for Somerhill
- Ensure all activity reflects the values and ethos of the School

Compliance & Safeguarding

- Ensure all activities meet legal, regulatory, and safeguarding requirements
- Maintain strong risk management and health & safety practices

Person Specification

Experience & Knowledge

- 5+ years of experience in commercial management or business development
- Proven track record managing multiple, time-sensitive projects
- Strong financial and budget management capability
- Experience working with stakeholders, partners, or suppliers
- Experience in a values-led or regulated environment (education experience desirable but not essential)

Skills & Attributes

- Commercially astute, proactive, and solution-focused
- Strategic, dynamic individual with the ability to execute ideas from initial concept through to completion
- Strong interpersonal and relationship-building skills
- Organised, with the ability to manage multiple priorities
- Professional, collaborative, and adaptable
- Positive and aligned with the ethos of a preparatory school
- Strong stakeholder management and communication skills

Employee Benefits



Support

Professional support through regular appraisals and CPD opportunities



Pension

Generous defined pension contribution scheme



Salary

Competitive salary package, regularly benchmarked



Reward

Staff recognition and reward opportunities



Cover

Group life assurance



Well-being

A range of well-being activities including fitness classes, tennis and book club. Free access to all on-site sports facilities on dedicated days



Lunch

Free hot lunches, salad bar and refreshments during term time



Conditions

Format of applications

Formal applications will only be accepted via the official Somerhill Application Form which will be published alongside this pack. All completed applications should be sent to recruitment@somerhill.org. A tour will form part of the interview process but please visit our website for further information: www.somerhill.org.

Child protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are always required to adhere to and ensure compliance with the school's Safeguarding Policy Statement. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Designated Safeguarding Lead.

Safer recruitment and offer conditions

Somerhill is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The successful applicant will be offered the role conditionally, subject to the satisfactory completion of a number of background checks including but not limited to: an enhanced DBS check with the children's barred list check, the taking up and verification of references, the verification of career history and medical fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

Health and safety

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which, so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

Further information

We are an equal opportunities employer and we welcome applicants from all backgrounds. We celebrate the diverse backgrounds that make up our community and consider it important that people from a diverse range of backgrounds are represented in our setting.

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible, and willing to carry out the wide range of duties that are likely to be required to make a success of this role. Please note we reserve the right to close prior to the application deadline or extend the deadline depending on the number of applications received. Early applications are encouraged.

If you require any additional information, please do not hesitate to contact Jess May at recruitment@somerhill.org for any general queries.





SOMERHILL

A beautifully unique independent prep school for girls and boys aged 2-13

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