



**KENT COLLEGE**  
CANTERBURY

# Commercial Manager



[WWW.KENTCOLLEGE.CO.UK](http://WWW.KENTCOLLEGE.CO.UK)

## KEY APPOINTMENT DETAILS

<b>Job title:</b>	Commercial Manager
<b>Reporting to:</b>	Bursar
<b>Employment status:</b>	Full time / Permanent
<b>Job location:</b>	Kent College Senior School
<b>Interview Dates:</b>	16 & 17 April 2026
<b>Start Date:</b>	May 2026

If a pool of suitable candidates becomes available before the closing date, Kent College reserves the right to interview and appoint without further notice



# THE SCHOOL

Kent College is a co-educational school with a Methodist foundation. Our Senior School (11 to 18 years) has some 600 pupils, with approximately one-third boarding and two-thirds day. We also have a thriving Junior School (3 to 11 years) with around 200 pupils in total.

Our school has a high reputation for academic standards across a broad curriculum including Sport, Music, Drama and Art. Academic provision includes A-Level and the IB Diploma for Sixth Form, and GCSE, IGCSE and pre-IB for Key Stage 4. It is ranked among the top 25 schools in the world for the IB and ranks as one of the highest in Kent for adding value to student academic outcomes.

Kent College is a happy and caring community in which the strengths of every individual are recognised and sensitively nurtured; pupils feel supported and encouraged to aim for high standards of achievement and conduct. The school was inspected by the Independent Schools Inspectorate in October 2022 and was found to be Excellent in all aspects. In our most recent ISI inspection (results not yet published) the parent questionnaires reaffirmed the strength of our work with 98% of parents saying their child is happy, and 97% believing their child makes good or excellent progress.

In August 2016, Kent College opened a school in Dubai, and in September 2022, the primary stages of Kent College West Cairo accepted its first students. Summer 2019 brought the opening of a state-of-the-art auditorium, The Great Hall, which seats 600. The Hall is used by the whole school for worship, as a versatile and practical space for our highly regarded Drama and Music departments, and forms the focus for a strong partnership with the Canterbury Festival.



# OUR VISION FOR EDUCATION

Kent College is a values-led inclusive community, with a clearly articulated mission statement and a wisely circulated set of aims and values.

Please see these statements as much more than pious platitudes. At Kent College, we genuinely try to live by them.

*Education that is focused upon the needs of each individual, developing inquiring and knowledgeable people who understand how to lead happy and fulfilling lives, as compassionate members of a global community, with the skills to play active roles in an inclusive and sustainable future.*

## OUR SCHOOL VALUES

### OPENNESS

embrace equality, diversity and inclusion

### RESPECT

value oneself, others, and the world around us

### KINDNESS

be considerate and compassionate towards others

### ACTING JUSTLY

work for good through service to others

### RESILIENCE

build the courage to take risks and to forgive others

### AMBITION

engage positively with all learning opportunities

### CURIOSITY

inquire actively

### HUMILITY

walk humbly



## THE ROLE

The Commercial Manager is responsible for managing and developing the School's commercial activities, including external lettings, events, residential programmes, holiday camps, partnerships and community engagement.

The role focuses on maximising income from the School's facilities while ensuring high quality delivery, operational excellence, compliance and safeguarding, and alignment with the School's strategic priorities.

This role will be a key stakeholder for H&S, Event meetings and the calendar and operational planning each year. Reporting into the Bursar and sitting alongside Business and Operational Senior team.



## JOB DESCRIPTION

The following list is not exhaustive but serves as an indication of what the role encompasses.

- Manage and develop the School's existing commercial operations, including lettings, events, residentials and holiday camps
- Take overall responsibility for the School's external lettings programme.
- Act as the primary point of contact for all lettings enquiries before, during and after events.
- Manage the lettings calendar, ensuring clear communication with internal teams and minimal operational disruption.
- Attract new clubs, organisations and commercial clients, balancing income generation with the needs of the School.
- Prepare and manage venue hire and lettings agreements.
- Ensure all lettings meet safeguarding, health & safety and compliance requirements, including insurance and DBS documentation.
- Manage lettings systems including BookingsPlus and TryBooking.
- Manage the school POS system, Clover.
- Oversee invoicing, credit control and debt management for all lettings in liaison with the Finance Team.
- Review and maintain the School's website content relating to lettings.
- Manage all Great Hall and events related administration, including:
  - Enquiries, bookings and calendar management
  - Contracts, licences and documentation
  - Event schedules, function sheets and internal communications
  - Supplier liaison and ordering
- Oversee event planning and delivery for internal and external events, ensuring a high-quality hospitality experience.
- Plan and coordinate staffing for events, including rotas, briefings and on-the-day oversight.
- Act as Personal Licence Holder and Designated Premises Supervisor (DPS) for the Great Hall.



- Ensure compliance with health & safety, licensing, safeguarding and operational policies.
- Coordinate maintenance, set-up, breakdown and readiness of the Great Hall for events.
- Work closely with the Catering Team to produce event quotations, menus and hospitality offers.
- Maintain accurate records and reporting relating to events, income and usage.
- Collaborate with the Marketing Team to promote the Great Hall as a commercial and community events venue.
- Support the planning, negotiation and contractual management of all residential programmes throughout the year, including pricing, supplier liaison, compliance and forward planning.
- Facilitate tours for the agents.
- Develop staffing models, safeguarding frameworks, risk assessments and detailed operational plans in advance of each residential period.
- Take full responsibility for the day-to-day, on-the-ground operational management of residential programmes during delivery periods.
- Act as the on-site operational lead, coordinating staff, schedules, logistics and facilities.
- Manage participant check-in and check-out processes, ensuring accurate records and a smooth arrival and departure experience.
- Oversee daily operations, resolve issues in real time and ensure high standards of welfare, safeguarding and health & safety.
- Liaise with internal teams and external providers throughout delivery to ensure quality and compliance.
- Design, develop and implement a new programme of holiday day camps for children aged 4–12.
- Lead the end-to-end development of the holiday camps offer, including:
  - o Programme design and activity planning
  - o Staffing structures, recruitment and training
  - o Safeguarding, compliance and risk management
  - o Operational delivery and daily oversight
    - Work collaboratively with Marketing to promote holiday camps and drive bookings.
    - Manage budgets, pricing, forecasting and financial performance of holiday camps.



# SAFEGUARDING DUTIES & RESPONSIBILITIES

The successful candidate will need to satisfy the conditions appertaining to a satisfactory DBS check before taking up their appointment. They will be required to complete a medical questionnaire and produce evidence of all qualifications cited on the application form.

Kent College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this committment. The successful applicant will be expected to uphold this duty with regard to all children and young persons for whom they are responsible and with whom they come into contact. All members of staff are expected to abide by the safeguarding policies in place and undertake relevant training.

This role is a business function role, however, does involve regular contact and responsibility for children.

References will be taken prior to the interview, and one of these referees should usually be the applicants current or most recent employer.

Keeping Children Safe in Education asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

Applications must be made via Kent College's online application system. CVs or details sent directly to us cannot be considered.

## EQUAL OPPORTUNITIES

Kent College staff and pupils are proud to be part of a welcoming international boarding community. We value diversity and promote equality at all levels, and are passionate about attracting a diverse pool of applications through an inclusive appointment process. Reasonable adjustments will be made at each stage of this process for any candidate with a disability. We warmly welcome applications from professionals of all backgrounds and ethnicities, and particularly encourage applicants who identify as black, asian or minority ethnic groups as these groups are currently underrepresented in our community.



## THE PACKAGE

**Hours:** 40 hours per week full year

**Salary:** £38,209 per annum (Band 27 of the KC Support pay scale)

### Benefits

We offer a range of great benefits at Kent College, including:

- Workplace Pension Scheme / Contributory Pension Scheme
- Generous training and mentoring package
- Free lunches in term-time plus hot drinks and snacks
- Employee Assistance Programme
- A variety of discounts and benefit schemes including Cycle to Work, Home & Tech and Octopus Electric Vehicles

