



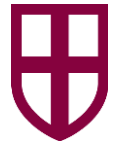
St George's

WEYBRIDGE

Candidate Information Pack

HEAD OF COMMERCIAL

"WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES"



About St George's Weybridge

St George's Weybridge is a leading independent co-educational Catholic day school in Surrey for girls and boys aged 2-18.

Founded in 1869, with its distinctive Josephite ethos, St George's Weybridge has become the largest independent Catholic school in the country. Academically autonomous, the Junior School and College work together as one school, educating over 1,600 students across the two school sites. Both Schools had full ISI inspections under the new framework in March 2024, and were rated fully compliant in all areas.

St George's Weybridge is proudly and unequivocally a 2-18 co-educational school where children can learn and grow into kind, considerate adults who make a positive contribution to society. There is a perfect balance between the Junior School and the College, between academia, creativity and sport. Together with our Josephite ethos, these are what make St George's unique - and what makes the children who leave us exceptional.

The distinctive ethos upheld by St George's encourages a strong sense of family where all students are valued and encouraged to fulfil their potential in an atmosphere of mutual respect and compassion. This atmosphere is extended to all families, our alumni (Old Georgians), staff, the local community and the wider world.

St George's Weybridge welcomes students from all faiths and none, whilst maintaining our strong Catholic identity. It is our wish that during their time at St George's, our boys and girls will grow up within a community where Christian beliefs and principles are a guide for all that we do. This is evident in the liturgical life of our Schools and in the many ways we have of reaching out beyond our community. Thank you for your interest in joining the staff at St George's Weybridge. We are delighted that you are considering working at our School.



"WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES"



Working at St George's Weybridge

At St George's Weybridge, we employ a number of full and part time staff in a wide range of teaching and business posts. Our salaries are competitive and we offer a range of excellent employee benefits. Staff will undertake a full induction programme on joining St George's, and continuous professional development is actively encouraged and supported.

St George's Weybridge prides itself on offering a harmonious and supportive environment for all staff and the Josephite ethos of "Coming home to school" is experienced not only by our pupils but extended also to our staff. We have clear policies on equal opportunities and do not tolerate any form of harassment or bullying.

Facilities

The grounds of St George's Weybridge are stunning, with the College sitting in 100 acres of park land and the Junior School on a 52 acre site. Both schools are supported by great road and public transport links.

The facilities offered at both schools are exceptional with many more exciting developments underway. Recent developments include:

- Activity Centre - a 6-court sports hall, climbing wall, fitness suite, dance studio, and flexible multi-use spaces.
- The Ark - a dedicated space for our Early Years pupils including modern classrooms and resource areas, IT suite, assembly room, and outdoor learning areas.
- College Science Block - providing first-class science teaching facilities, as well as modern preparation rooms.

"I'm proud to be a part of the St George's family; everyone has been very supportive & friendly. I truly enjoy working here as there is great variety and I particularly love watching the deer run across the field when I arrive early in the morning!"

Elif

"I hadn't worked in education before. The recruitment pack had all the information I needed before starting to work. I was made to feel extremely welcome and nothing is too much trouble".

Mauricio



"Recently leaving a FTSE 100 company after 16 years to join St George's was unnerving at first, however it has been the best decision I've made by far! The excellent capabilities of all the staff and wonderful facilities encourage the pupils to thrive. This in turn pushes me to stretch my strengths and abilities. The warm and welcoming culture here motivates me to always give my best!"

Leila



The Role

Job Title:	Head of Commercial
Line Manager:	The Bursar
Salary:	£22,500 - £25,000 per annum pro-rata (£45,000 - £50,000 FTE) dependent on experience
Hours:	20 hours per week, to be worked flexibly in line with business demands
Contract:	Permanent, 52 weeks per year

Summary of the role:

The Head of Commercial is responsible for driving sustainable growth in non-fee income across St George's Weybridge.

This is a strategic and operational role, reporting directly to the Bursar and being a member of the Business Senior Management Team. The post-holder will develop and execute a clear commercial plan, identifying viable new income streams while ensuring all activity is deliverable within the operational realities of a busy school educating children aged from 2 to 18.

This role oversees external lettings, events, the Enterprises trading subsidiary and the School's commercial interface with the Tennis Centre joint venture.

Commercial Department Structure:

The Head of Commercial leads a lean commercial team comprising:

- Commercial Assistant - responsible for the day-to-day administration of the Tennis Centre, including court bookings and membership management.
- Operations Manager (Events and Lettings) - responsible for operational delivery of events, lettings, and holiday clubs.

The Operations Manager (Events and Lettings) has two direct reports:

- Lettings and Holiday Club Assistant
- Events Duty Officer

The Head of Commercial is responsible for the leadership, direction, and performance oversight of this structure.



The Role cont.

Main duties & responsibilities:

Commercial Strategy and Growth

- Develop and implement a three-year non-fee income strategy aligned to the School's financial objectives.
- Identify and evaluate new commercial opportunities.
- Produce robust, financially sound, business cases with clear assessment of risk, operational impact, and return.
- Prioritise initiatives that are scalable, proportionate and achievable within lean resources.
- Deliver measurable growth in net commercial contribution.

Enterprises Trading Company

- Oversee day-to-day operations of the School's Enterprises trading subsidiary.
- Monitor financial performance and operational effectiveness.
- Prepare Board reports and attend Directors' meetings.
- Provide clear analysis of performance, risk and forward strategy.

Lettings and Commercial Operations

- Maximise revenue from lettings and commercial use of School facilities.
- Lead the Operations Manager (Events and Lettings) to optimise utilisation and yield.
- Act as principal liaison with the external uniform supplier, coordinating internally to ensure smooth delivery and parent satisfaction.
- Act as principal commercial liaison with the external wrap-around care provider at the Junior School.
- Negotiate commercial agreements in conjunction with the Bursar.
- Ensure effective invoicing, credit control support and budget management.

Tennis Centre Joint Venture

- Oversee the School's commercial relationship with St George's Weybridge and Surrey Tennis Limited.
- Provide commercial oversight and ensure appropriate reporting and governance arrangements are maintained.





The Role cont.

Governance and Stakeholder Management

- Ensure commercial activity complies with safeguarding, regulatory and risk requirements.
- Balance commercial ambition with academic priorities.
- Build strong internal relationships to ensure initiatives are practical and deliverable.

Other

- Anything reasonably requested by the Heads, the Bursar, or the Board of Governors.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive. Other tasks and responsibilities may be allocated as necessary from time to time.



Person Specification

Knowledge and Experience:

Essential Criteria

- Proven track record in commercial growth, business development, or revenue generation
- Experience producing financially robust business cases
- Experience negotiating contracts and managing commercial risk

Desirable Criteria

- Experience within education, sport, leisure, hospitality or a comparable environment
- Experience operating in a complex stakeholder setting or subsidiary structure

Skills and Abilities:

Essential Criteria

- Strong financial literacy and commercial instinct combined with disciplined execution
- Analytical and data-driven
- Able to convert ideas into structured, deliverable plans
- Confident operating within operational constraints
- Strong stakeholder management and influencing skills
- Effective leader of small teams
- Comfortable working independently in a lean environment
- Resilient, pragmatic and accountable



Benefits (Non-Contractual)



Pension

Subject to meeting the qualifying conditions, all Staff are automatically enrolled in our workplace pension scheme, currently provided by Aegon. St George's Weybridge offers the option of flexible levels of employee contribution made via Salary Exchange. Employer contributions are competitive and reviewed regularly to maximise the future financial wellbeing of our staff. Full details are available from the HR Team.

Flexible Working

Depending on the nature of your role, we will consider flexible working arrangements as a way to meet your needs as an employee. This can include flexible start and finish times, compressed hours, working from home or working part time.



Medical Support and Employee Assistance Programme

The Benenden Cash Plan provides support with everyday healthcare by providing money back on routine healthcare costs, as well as an Employee Assistance Programme including a free confidential counselling helpline available 24/7.

Holiday Camps & Local Retailer Discounts

Discounts are available to all permanent staff for Junior School wraparound care, in the Georgian Shop, for holiday camps and activities hosted at St George's Weybridge. In addition, a number of local shops and retailers offer discounts to staff at St George's.



Fee Remission

Staff may be eligible for School Fee Remission for their child(ren) joining either St George's College or St George's Junior School after the date employment commences. Eligibility for Fee Remission ends once an application for a full-fee paying place has been made, unless employment has already commenced. The children of employees are subject to the same admissions assessments as other children and employment in no way guarantees that an offer of a place for your child will be made. The entitlement commences from the beginning of the first full term in which the child(ren) join either School and is not contractual. Full details of the scheme are available from the HR Department.

Life & Personal Accident Insurance

Life insurance is provided through MetLife or Teachers Pensions, whereby a named beneficiary would be eligible to a multiple of annual salary. In addition, insurance is in place in the event of an accident leading to permanent disability or injury.



Meals & Parking

Staff are provided with lunch in the dining room, as part of the Student Supervisory Policy. Parking is provided free of charge when at the College



Employee Loans

Staff can apply for interest free loans in the case of hardship or for training, travel costs or purchase of a bicycle.



Conditions of Employment

Initial Period of Employment

Business Staff: Six Months

During the Initial Period of Employment, sick pay will be paid in accordance with current legislation.

Notice Period

One week on either side during the Initial Period of Employment, thereafter, three months.

Pre-Employment Vetting Checks

It is a condition of employment at St George's Weybridge that every applicant who accepts the offer of a job will be subject to criminal background checks through the DBS and will be required to provide documentary evidence to confirm their identity and right to work in the UK. The checks will be carried out at the School's expense. References will be taken up, including those from current and previous employers.

Safeguarding Children

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to, and ensure compliance with, the Safeguarding Policy Statement at all times. If, in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the Head and/or Designated Safeguarding Lead.

Dress code

Staff are expected to wear smart business dress and conform to the St George's Dress Code. These norms are relaxed during school holiday time and INSET.

Additional Working

There is a requirement for attending Open Mornings and on occasion Carol Services, Prize Giving and evening events as may arise from time to time.

Place of Work

The post-holder will be based at the College with an expectation of flexibility, when required, to work at the Junior School.

Data Protection and Confidentiality

The post-holder will ensure Data Compliance regulations are upheld, including being familiar with current data protection legislation and associated School Privacy Notices and undertaking relevant training in data protection.

No Smoking Policy

St George's College and St George's Junior School operate a no smoking policy.



How to Apply

To find out more about the post or the school, in the first instance please contact Human Resources for a confidential discussion:

Tel: 01932 839366

Email: humanresources@stgeorgesweybridge.com

Applications are encouraged as early as possible via the Apply Online button on the Current Vacancies page of our website.

Key dates

Closing date for applications:

Thursday 30 April 2026

Please note that applications will be reviewed upon receipt, and candidates may be invited to interview before the closing date.

Please note that before making an application for any vacancy at St George's you should familiarise yourself with our Privacy Notice, [Safeguarding Policies](#), [Recruitment Policy](#), [DBS Code of Practice and Associated Policies](#) which are available at: <https://www.stgeorgesweybridge.com/careers>

St George's Weybridge is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post, including checks with current and past employers and the Disclosure and Barring Service.

As an Equal Opportunities Employer and a registered Educational Charity, we promote a diverse and inclusive community - our "Georgian family" inspires everyone to be the very best version of themselves and to succeed on individual merit. We offer inclusive employment policies, flexible working arrangements, staff engagement forums and benefits to support all staff.



