



Kimbolton School
Cambridgeshire



Commercial Manager

Job Description & Person Specification



Welcome from our Headmaster - Will Chuter

I'm delighted that you're interested in this important role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

We value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for over 1000 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

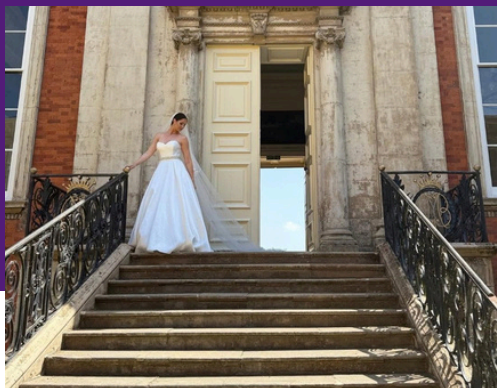
The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well-rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun, and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best. Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

Will Chuter

Headmaster

headmaster@kimboltonschool.com



Our school

Kimbolton is a school with ambition, warmth, and a strong sense of community. We educate more than 1,000 girls and boys aged 3–18, combining high academic expectations with a belief that kindness, character, and curiosity matter just as much as qualifications. Every pupil is known as an individual and encouraged to discover what they enjoy, what they can achieve, and how they can contribute.

Participation is central to life here. A pupil might be a scientist, musician, sports player, cadet, and volunteer within the same week.

Through learning, performance, adventure, and service, we encourage young people to try unfamiliar things, develop independence, and grow in confidence. Our aim is to prepare them for a fulfilling life, with the ability and willingness to make a positive difference to others.

Founded in 1600 and set in over 100 acres of beautiful Cambridgeshire parkland around Kimbolton Castle, the School has a remarkable history and a forward-looking outlook. What defines Kimbolton, however, is its people. Teaching and support staff share in the work of creating a happy, welcoming school where young people feel secure, are challenged to do their best, and have room to be themselves.



Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff, including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.



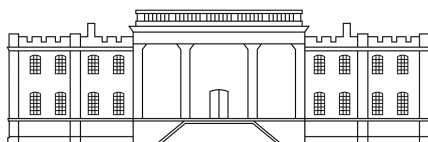
The role - Commercial Manager

Report to:	Chief Operating Officer
Contract type:	Full time, permanent
Remuneration:	£40,000-42,000 per annum, depending on qualifications, skills, and experience. Fee remission is available in line with the School's policy
Hours of work:	Working hours 37.5 hours per week, Monday to Friday, in accordance with the needs of the role. Some weekend and evening work is required to meet the needs of events and activities with time taken in lieu
Probation:	Up to 5 months
Annual leave:	24 days per annum plus Bank Holidays
Pension & additional benefits:	The School offers a contributory pension scheme. Details of the further benefits on offer can be found on the Kimbolton School MyNewTerm profile page .
Lunches:	All employees are entitled to free lunch in the school dining halls during term time. Time taken for lunch is not paid.



In summary:

The Commercial Manager will lead the development and delivery of the School's commercial activity, increasing sustainable non-fee income through the consolidation and expansion of activities delivered by Kimbolton School Enterprises (KSE), the School's enterprise arm.



KIMBOLTON CASTLE

The role - Commercial Manager

KSE has made strong progress in recent years, developing a commercial offer that draws on the unique history and heritage of Kimbolton Castle. The Castle and other parts of the site host weddings, private functions, conferences, filming, and tours. The School's sports facilities are let and managed under the KimActive trading name, which has its own team. The Commercial Manager will work closely with this team to coordinate activity and develop opportunities.

The School now wishes to build on this progress and increase KSE's revenue and profitability. The Commercial Manager will develop existing activities and identify new opportunities to maximise the use of the estate, particularly during the School holidays.

The School also has an active parents' association, the KSPA, which organises balls, quizzes, and community events, including the annual Kimbolton fireworks event attended by approximately 8000 people. A successful living history event attracted 3000 visitors over two days in 2026 and will return in 2027, delivered jointly by KSE and the KSPA. The Commercial Manager will work with the KSPA to deliver joint activities and provide agreed support for its wider events programme.

This is a wide-ranging role and requires a hands-on approach. The Commercial Manager will need to work well under pressure. Essential skills include the ability to communicate with clarity and excellent organisation. A commercial mindset and sense of humour are a given, as is the ability to see the wider picture without losing sight of the detail.



Main responsibilities

1. Developing and delivering a commercial strategy for the School and KSE that reflects the School's ethos and makes the most of its setting
2. Growing profitable commercial income by developing new opportunities, securing bookings and partnerships, and building strong client relationships
3. Working with the marketing team to promote the School's facilities and commercial offer
4. Managing budgets, pricing, and forecasts, reporting performance against agreed targets
5. Managing bookings from initial enquiry through contracting, planning, delivery, invoicing and review
6. Working with the Parents' Association (KSPA) to deliver joint activities and provide agreed support to its wider programme and other non-curricular School events
7. Building a resilient and effective events team, working closely with School staff (operations, catering, domestic services), casual staff and external support to deliver well-run events
8. Coordinating commercial activity with School and KimActive staff, developing joint opportunities where appropriate and protecting educational use of facilities
9. Ensuring appropriate event supervision and compliance with safeguarding, safety, insurance and licensing requirements, working with relevant colleagues.
10. Any additional duties consistent with the role, as required by the Chief Operating Officer



Person specification

Criteria	Essential	Desirable
Qualifications	• Good general education with strong literacy and numeracy	• Relevant qualifications in business, hospitality, or event management • Event safety training or personal alcohol licence
Skills and Experience	• Proven success in generating commercial income and securing new business • Experience of managing events or venue bookings from enquiry through to delivery • Ability to prepare budgets, set prices, and assess profitability • Strong sales, negotiation, and client relationship skills • Experience of coordinating staff, suppliers, and resources to deliver events • Excellent organisation and clear written and verbal communication • Confident using IT, including spreadsheets	• Experience in a school, heritage or comparable venue • Experience of developing commercial strategy and new income streams • Experience of line management and building casual events teams • Experience of working with volunteers or community organisations
Personal Qualities	• Commercial judgement, initiative and a practical, hands-on approach • Ability to build effective relationships with colleagues and clients • Calm and good humoured under pressure, and able to manage competing priorities • Attention to detail without losing sight of wider objectives • Reliable and willing to work flexibly, including evenings and weekends • Commitment to safeguarding and respect for the School's ethos and educational priorities	• An interest in historic buildings and estates

How to apply

To apply, please visit our [website](#) and follow the link to [MyNewTerm](#)

If you have any queries, please contact the HR team via recruitment@kimboltonschool.com or by calling 01480 862049.

Please submit your application by 9am on Monday 2 November 2026. Any late submissions will not be accepted.

Interviews are likely to take place the week commencing 9 November 2026.

Please note: We reserve the right to interview and appoint during the period up to and including the closing date. Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.

Kimbolton School does not have a sponsor Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.



Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age-related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department for Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training. A copy of the School's Safeguarding Policy can be found on the website www.kimboltonschool.com/about-us/policies

