



**FARNBOROUGH HILL**  
WHOLEHEARTEDLY

*From the Bursar*  
Mr Crispin Ingham

## COMMERCIAL MANAGER

### Background to the School

Farnborough Hill is an independent Catholic day school and a member of the Girls' Schools Association and Independent Schools' Association. It welcomes pupils and staff of all faiths and no faith, provided they are in sympathy with the ethos of the School. About one quarter of the 503 pupils are Catholics. A similar proportion of the staff are Catholic.

Located on the Hampshire/Surrey border, the School has excellent transport links, both by train and road being about a 10 minutes' walk from Farnborough Main station.

Farnborough Hill is committed to the education of the whole person. The School places great emphasis on the full personal growth of its pupils. It aims for academic excellence as well as ensuring that pupils play a full part in school life and have the opportunities to develop their co-curricular interests.

The School offers Academic, Art, Drama, Music and Sports Scholarships at 11+ as well as many means-tested bursaries for families in need of financial assistance. Sixth Form Scholarships are awarded on the basis of open examination, as well as for excellence in Creative Arts, Music, Performing Arts and Sport.

In 2025 our A level students once again achieved impressive results with an amazing 50% at A\*/A and 76% A\*-B. Our GCSE results were also excellent with 48% of grades awarded at 9-7..

The School's aim is to engage wholeheartedly in all activities, challenges and opportunities. This is achieved through our pastoral care and encouragement of each individual. This is a strength of Farnborough Hill and we see it as an essential part of our caring, Christian ethos. Parents greatly appreciate this and see it as an important ingredient when choosing to send their daughters here.

The School is housed in the historic home of the ex-Empress Eugenie of France to which much purpose-built school accommodation, such as the sports hall, swimming pool, Art and Design Technology Centre, modern laboratories, theatre, a music suite and hockey all-weather pitch have been added, with an inspiring new Sixth Form Centre which opened in September 2022. These facilities sit within approximately 65 acres of parkland making it a tranquil and inspiring place to work, alongside a forward-looking and ambitious Senior Leadership Team and governing body.

Farnborough Hill, Farnborough, Hampshire, GU14 8AT  
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"EDUCATING THE WHOLE PERSON"  
since 1889

### **The post of Commercial Manager**

We are seeking a dynamic, commercial professional to help grow and manage our commercial lettings business and build an income stream from our existing assets.

The main purpose of the role is to work with the Bursar to manage commercial lettings, activities and engagements and identify opportunities to better exploit the School's assets for a financial return. The postholder will efficiently manage all external lets on behalf of Farnborough Hill and actively seek out new partners to maximise the use of the site during the School holidays. The role is wide-ranging and requires a hands-on approach and the ability to work as part of the team with some support of high-profile School events required. The postholder must work well under pressure to ensure the smooth and efficient running of events. Essential skills include the ability to communicate with clarity, excellent organisation and attention to detail as well as the ability to prepare and present relevant financial information.

### **Summary Person Specification**

- Empathy for independent education and for Farnborough Hill's mission, value and ethos.
- Experience in commercial lettings, ideally within an education or heritage setting.
- Well development verbal and written communication skills with the ability to influence, motivate and persuade internal and external stakeholders.
- Strong organisation skills with an eye for detail and professional discretion.
- Enthusiastic and energetic, proactive and able to quickly build good relationships with others.

### **Terms and Conditions**

The appointment will be from September 2025. The role will be 25 hours per week; 52 weeks per year. Flexibility will be required, and hours may be annualised as appropriate. The FTE annual salary is £35,000. 140 hours holiday per year. Salaries are inclusive of holiday pay and are paid monthly. In accordance with the school's current employment procedures, the first six months of the appointment will be probationary. There is auto-enrolment into the School's defined contribution pension scheme, free on-site parking, remission of fees for a daughter attending the School (in line with the current policy, subject to the usual standards and procedures for admission), and 'Death in Service' (four times salary paid to next of kin).

All staff are expected to be in sympathy with and supportive of the ethos of the school as set out in our Mission Statement. They are expected to be committed to the safeguarding and promotion of the welfare of children and young people.

**Farnborough Hill is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will be required to undergo the appropriate DBS Code of Practice check.**

Further information about the School can be found on our website. [www.farnborough-hill.org](http://www.farnborough-hill.org)

If you require any further information about this post or the School please telephone Mel Clark, the Headmistress's PA, in the first instance, on 01252 545197.

To apply please complete the Application Form, which is available from our website, and submit it to the Bursar via email to [hmsec@farnborough-hill.org](mailto:hmsec@farnborough-hill.org)

Please apply as soon as possible as applications will be considered upon receipt; we reserve the right to interview/appoint before the closing date.

**Closing date: 9.00 am on Monday 8 September 2025**

**Interview date:** Interviews will be held on a rolling basis and we reserve the right to interview/appoint before the closing date

**Start date:** late September 2025, or as soon as possible thereafter