



Phoenix School

FACILITIES MANAGER

PO5 Spinal Point 39 – 42 – Actual Salary £54,360 to £57,495
September 2026 Start

Permanent | Full-Time (52 Weeks) | 35 hours per week | 8:00am to 4:00pm

Flexibility in working hours is expected to meet the needs of the school

Annual leave taken during school holidays

Phoenix School is seeking to appoint an experienced, highly motivated and forward-thinking Facilities Manager to lead the safe, compliant and efficient operation of our multi-site estate. This is a senior operational role, central to ensuring that our learning environments are safe, well-maintained and fully supportive of outstanding teaching and learning.

Phoenix is an Ofsted Outstanding (Nov 2024) special school for pupils aged 3–19 with complex communication needs, including autism. We operate across multiple sites with exceptional facilities, specialist staff and a strong commitment to professional development.

The Facilities Manager is responsible for statutory compliance, estates strategy, maintenance planning, health & safety, security, lifecycle management, PFI exit readiness, and the leadership of the site and cleaning teams across our three sites.

You will work closely with the School Business Manager and Deputy SBM to deliver a proactive, high-quality estates service that ensures the school environment is safe, welcoming and aligned to the needs of pupils, staff and the wider community.

You will:

- Lead and manage estates operations across Phoenix School, Phoenix Upper North and Phoenix Upper South.
- Oversee statutory compliance including fire safety, water hygiene, asbestos, gas and electrical safety.
- Manage PFI exit readiness, ensuring complete and accurate compliance documentation, asset data and maintenance records.
- Lead strategic planning for maintenance, lifecycle works, refurbishments and capital projects.
- Oversee all planned and reactive maintenance, security systems, access, grounds and cleaning services.
- Line-manage Premises Managers and cleaning teams, promoting a positive and solution-focused culture.
- Ensure robust emergency response, call-out and out-of-hours systems.
- Manage contractors, RAMS, ATW permits and health & safety requirements.
- Maintain accurate estates records, logs, compliance systems and reporting for leaders and Governors.
- Promote sustainability, energy efficiency and environmental responsibility across the estate.

How to apply:

The application form can be found on the school website - www.phoenix.towerhamlets.sch.uk and TES.

Please return completed application form to: recruitment@phoenix.towerhamlets.sch.uk – **CVs not accepted**

Closing date: 9am, 15th May 2026

Shortlisting: 18th & 19th May 2026

Interviews & Assessments: Monday, 1st June 2026

It will not be possible to re-arrange these dates. If you are intending to apply, please ensure you are available to attend for an interview.

If you would like to discuss the post or visit, please contact Mohammad Islam, Deputy School Business Manager: Mohammad.Islam@phoenix.towerhamlets.sch.uk

Our school is committed to safeguarding and promoting the welfare of children, young people, and staff. The successful candidate will require an enhanced DBS clearance. We welcome applications from suitably skilled candidates regardless of ethnicity, gender, disability, sexuality, religion or age.

Community | Respect | Engagement | Aspiration | Trust | Equality