



Phoenix School

SCHOOL BUSINESS MANAGER

NJC PO6 or LPO7 – Dependent on Experience

PO6 Spinal Point 41-44 – Actual Salary £56,436 to £59,574

LPO7 Spinal Point 1-4 – Actual Salary £61,688 to £64,939

April 2026 or September 2026 Start (or earlier)

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

As a senior leadership role, some 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 a highly skilled, motivated and forward-thinking School Business Manager (SBM) to join our Senior Leadership Team. This is a key strategic role responsible for leading finance, operations, administration, ICT strategy, HR systems oversight, GDPR compliance, and facilities management across our multi-site provision.

We are looking for an individual who is professional, proactive, solution-focused and committed to our pupils, community and values. The SBM must demonstrate strong business acumen, excellent communication skills, and the ability to influence and support senior decision-making.

Phoenix is an Outstanding (Ofsted Nov 2024) special school for young people aged 3–19 with complex communication needs, including autism. We are NAS-accredited, award-winning, and recognised for our innovative and creative practice. We operate across several sites including satellite classes with excellent facilities, specialist staff and a strong commitment to professional development.

You will:

- Lead strategic financial planning, budget setting and financial monitoring to ensure long term sustainability.
- Provide high-quality financial guidance to the Executive Headteacher, Governors and SLT.
- Oversee the school's administration systems.
- Lead on ICT strategy, MIS development and digital transformation.
- Have strategic oversight of the school's GDPR compliance.
- Support HR systems and ensure compliance with statutory/regulatory requirements.
- Lead on facilities and estates management, including PFI transition.
- Ensure value-for-money procurement and efficient operational practices.
- Contribute to whole-school leadership as a member of the Senior Leadership Team.

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, 2nd March 2026

Shortlisting: 3rd & 4th March 2026

Interviews & Assessments: 13th March 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 [Stacey Marsh Executive Headteachers PA:](mailto:Stacey.Marsh@phoenix.towerhamlets.sch.uk)
Stacey.Marsh@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