



Job Advert – School Premises Manager

Position: School Premises Manager

Location: Avondale Park Primary School & St Anne's Nursery School, London W11

Salary: Grade E, spine points 23–29 (£40,404-44,235)

Contract: Full-time, 36 hours/week, working all-year round, with 29 days of annual leave plus bank holidays

Start Date: December 2025/January 2026

Closing Date: Early applications encouraged as we may close the vacancy early if a suitable candidate is appointed.

Interview Date: We will interview strong candidates as applications are received

Are you a reliable and proactive professional with strong practical skills and a can-do attitude? We are seeking a dedicated School Premises Manager to oversee the maintenance, safety, and smooth running of our school premises.

The successful candidate will be a key part of our school community—ensuring a safe, clean, and well-maintained environment for all pupils, staff, and visitors. You'll lead on site security, repairs, contractor management, health & safety, and daily operational duties.

If you are a team player with initiative, strong work ethic and relevant experience—we would love to hear from you!

To request an application pack or arrange a visit, please email the School Business Manager sirje.caprera@avondaleprimary.co.uk

We are looking for a committed, capable and proactive Premises Officer to join the Fox Federation premises team. The position would suit a team player who wants to work as part of our current site team to ensure that our sites are compliant, safe and looking their absolute best.

If you are ambitious and determined to make a difference, we would like to meet you.

Fox Federation is a passionate community of five primary schools and a nursery school, working collaboratively. All schools ensure equal access to consistent, excellent education for all pupils. Our schools are nurturing places to work, committed to innovation and have high academic standards.

What the school staff say about Fox Federation:



'Fantastic schools. Great staff. Supportive leadership team. Amazing children.'

'A genuine educational family, providing a community beyond our gates. A network of schools, committed to providing the best education for children whilst creating a safe a happy place for them.'

'It is incredible to be surrounded by so many competent, hard-working, passionate people - so committed to delivering fantastic education opportunities to our pupils.'

'Management are always available to speak with, unbelievably approachable and create time to listen and come up with solutions.'

'It is run in an extremely compassionate, supportive and nurturing manner for both staff and pupils, and I really do feel that the wellbeing of the whole community is at the heart of the school's ethos.'

'A place of supportive colleagues who are constantly striving to improve what we do for our children and families.'

'A shared vision of always going the extra mile to support and care for the families in our community.'

'It is somewhere that has nurtured my career, but also a place where I have met friends that I know will be friends for life.'

'The Fox Federation is an incredible support network of teachers and staff working together to ensure children's education is kept at the highest possible standard.'

Our ideal candidates would:

- Be hard working and proactive
- Be flexible in a busy school environment
- Be friendly and want to be part of a team, who embodies our schools' values and vision for excellence.
- Have strong communication skills

What else do we offer?

- An experienced Leadership Team with a shared vision working in partnership across the Federation.
- Hard-working leaders who strive to ensure that both pupils and staff enjoy coming to school.
- We are passionate about supporting staff in their career development and success through care and guidance.
- A working environment that values wellbeing and supports work-life balance through working in partnership across schools.
- Vibrant, multicultural and inclusive city schools that have positive, diverse communities and a determination that all children will succeed.
- Well-behaved children who love to learn.
- A relaxed and fun working environment where all adults are equally valued and supported.



The schools and the local authorities are committed to safeguarding and promoting the welfare of children and young people and expect to share this commitment. An enhanced Criminal Records Bureau Certificate is required for this post prior to commencement