



Phoenix Primary and Secondary School

49 Bow Road, London, E3 2AD

020 8980 4740

admin@phoenix.towerhamlets.sch.uk

Finance Officer

NJC Scale 6 (£26,865 - £28,440), Term Time + 2 weeks
35 hours (Actual salary - £24,731- £26,181)

We are looking for an experienced, well qualified and dynamic Finance Officer who has the ability to support the future development of our excellent provision for children with autism, severe learning and language and communication difficulties.

You will:

- be willing to make an outstanding contribution to our school working flexibly to meet the needs of the school
- have significant experience in higher level school administration with advanced ICT, literacy and numeracy skills
- experience of using and managing School MIS & Finance system
- be committed to high standards and improving achievement for all
- be able to provide a friendly and warm welcome to our parents, governors/trustees and the wider Community

The post would suit an energetic and creative professional who is looking to make a difference to the lives of young people with autism and complex needs as well as furthering their own professional development.

Phoenix School is successful, ambitious and forward-thinking. You will be joining an Outstanding School (Ofsted December 2013) with strong leadership and committed staff team.

Pupils are aged between 3 and 19 and make very good progress with access to a broad, balanced and enriched curriculum. We are accredited National Autistic Society School and have been praised for our creative approach to working with children with autism and with their parents. The school has won a number of awards including International Schools Award.

This is an exciting opportunity in a school providing for children and young people, where change and challenge are key to what we do. Demand for places is high and having already increased our accommodation to admit new referrals we are now progressing plans to open a second school to meet demand.

The successful candidate will have the opportunity to contribute in this exciting development working across the schools. If you feel you have the skills, experience and drive to take on this role and become a member of our team, we would very much like to hear from you.

Application packs can be downloaded from the school website

www.phoenix.towerhamlets.sch.uk

Completed applications to be returned to: recruitment@phoenix.towerhamlets.sch.uk
(Please include your name and position you are applying for in the subject header).

Closing Date: 9am, Monday 19th March 2018

Interviews: 26th or 27th March 2018

Phoenix school is committed to the safeguarding and welfare of our children and young people and expects all our staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check.

We welcome applications from suitably skilled candidates regardless of ethnicity, gender, disability, sexuality, religion or age.

Phoenix Primary and Secondary School

