

# Phoenix School



## Senior Admin Officer

**September/October 2022 Start or Earlier**

Salary: NJC Scale 6, Point 18-20 - £30,063 to £31,155 (Pro-Rata)

Actual Salary £27,797 to £28,806

Working Arrangements: Permanent | Term Time + Two Week |

35 hours per week | 8am to 4pm

Phoenix is an outstanding special school that now accommodates 471 pupils across multiple sites, including the newly built Phoenix Upper School. The School Office is expanding its team to meet the increasing needs of the school, which is a result of substantial growth in pupil numbers in recent years. You will be joining an Outstanding School (Ofsted November 2018) with a strong senior leadership team and committed staff team.

We are looking for an experience school administrative personnel, who is proficient, pupil centred and self-motivated individual who is equipped with expert knowledge and understating of School Admission, planning & Annual Reviews and School Census Returns. Candidates with responsibility in a similar background or has a desire to develop individual attributes, and has the qualities to support the growing future of our excellent provision will also be considered.

The post would suit a self-motivated individual who is looking to make a difference to our school community as well as furthering their own professional development. The successful candidates will have the opportunity to contribute to this exciting development, working across the school, working with leadership and external professionals. You will be joining a friendly, supportive and high-performing team to meet the challenges of school admissions administration and operations in a special school setting.

You will:

- To be responsible for day-to-day and overall management of Pupil Admission, Annual Reviews Planning Meetings and any operational matters in relation to Pupils, Admission and Consultations.
- Supporting the school central office with data and administration matters to ensure the smooth operation of schools' activities.
- To provide effective administrative support to the Senior Leadership Team and ensure the organisation and School Office contributes to the effectiveness of the school supporting the learning of children and young people.
- Undertake duties of administrative nature as reasonably requested by the Office Manager/Deputy Business Manager meeting internal processing and reporting.
- To provide cover when required for Reception/Admin and Office Manager in their absence.

**How to apply**

To discuss the post further please contact Mohammad Islam Deputy Business Manager by email [Mohammad.Islam@phoenix.towerhamlets.sch.uk](mailto:Mohammad.Islam@phoenix.towerhamlets.sch.uk) or call 020 8980 4740.

Application can be found on school website [www.phoenix.towerhamlets.sch.uk](http://www.phoenix.towerhamlets.sch.uk)

Please return your completed application to: [recruitment@phoenix.towerhamlets.sch.uk](mailto:recruitment@phoenix.towerhamlets.sch.uk)

**Closing Date: 9am, Monday 22<sup>nd</sup> August 2022**

**Shortlisting 25<sup>th</sup> August 2022**

**Interview & Assessment: Week Commencing 5<sup>th</sup> September 2022**

The Governing Body of the school is committed to safeguarding and promoting the welfare of children, young people, and staff. The Executive Headteacher must ensure that the highest priority is given to following all safeguarding guidance and regulations. The successful candidate will require an enhanced DBS clearance. We are dedicated to equality and valuing diversity.