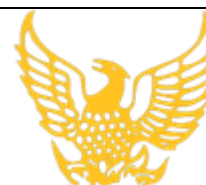


# Phoenix School



**49 Bow Road, London E3 2AD - 0208 980 4740**

## **RECEPTIONIST / ADMINISTRATOR**

**Contract Type: Permanent**

**Salary: NJC Scale 3 Point 3 - Actual Salary £20,668**

**Working Arrangement: Term Time + 1 Week**

**Vacancy Hours: 35 hours**

**Closing Date: 9am, Monday 27<sup>th</sup> September 2021**

Phoenix School looking for an experienced, well-qualified and dynamic Reception/Administrator who has the ability to support the future development of our excellent provision for children with autism, severe learning and language and communication difficulties.

Phoenix School is successful, ambitious and forward-thinking. You will be joining an Outstanding School (Ofsted November 2018) 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 the NASEN Parental Engagement Award.

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. We are looking for experienced, well qualified and dynamic people to join the expanding school. The successful candidates will have the opportunity to contribute to this exciting development working across the school.

You will:

- To support the School with a range of administration and reception task
- To support with the administration and organisation of training events
- To Liaise with parents, the local authority and any other outside agencies
- To accurately maintain and oversee the school diary, to include events, mini bus booking and professional meetings
- To maintain pupils' records ensuring that staff, parents, internal and external agencies are provided with relevant information.

The Governing Body of the school is committed to safeguarding and promoting the welfare of children, young people, and staff and 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.

### **How to apply:**

To discuss the post further please contact. Please contact Mohammad Islam 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 application to: [recruitment@phoenix.towerhamlets.sch.uk](mailto:recruitment@phoenix.towerhamlets.sch.uk)

**Interview Date: Monday 11<sup>th</sup> October 2021**