

Phoenix School



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

ADMINISTRATION OFFICER

Contract Type: Permanent

Salary: NJC Scale 4 Point 7 - Actual Salary £21,419

Working Arrangement: Term Time + 1 Week

Vacancy Hours: 35 hours 8am to 4pm

Closing Date: 9am, Monday 27th September 2021

Phoenix School looking for an experienced, well qualified and dynamic Admin 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.

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 with the administration and organisation of training events
- To support the Senior Admin Officer in admission and annual review process & administration
- To accurately maintain and oversee the school diary, to include events, mini bus booking and professional meetings
- To support the Finance Officer purchasing and financial administration.
- To Support the School Business Manager with HR related matters including recruitment campaigns

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 or call 020 8980 4740.

Application can be found on school website under job vacancies

www.phoenix.towerhamlets.sch.uk

Please return your application to: recruitment@phoenix.towerhamlets.sch.uk

Interview Date: 11th October 2021