



# Administration Officer

**NJC Scale 4 (SCP 7-10) Pro-rata (actual salary £27,456 - £28,661)**

Permanent | Term time + one week | 35 hours per week | 8:00am to 4.00pm

Following significant growth in our school, we are looking to add an experienced Administration Officer to our Business and Administration Team - supporting a fast paced, dynamic and innovative school. You will have knowledge and understanding of School Administration or responsibility in a similar role.

Phoenix School is a well-established, over-subscribed, Outstanding (Ofsted 2024) special school for students aged 3-19 with severe language and communication difficulties including autism. The school offers a unique service to the children of Tower Hamlets. We are an award-winning school and accredited through the National Autistic Society; praised for our creative approach to working with children with autism. Phoenix was awarded a commendation for its excellent work across the school.

As one of the largest special schools in the country, we have over 500 students based over three sites and two satellite sites based within a local primary and secondary school. Our Outreach Service supports over 800 pupils in mainstream settings. We established and work closely with Phoenix College, a provision for students aged 19+ and with Phoenix Sylhet - a recent project to develop a model special school in Sylhet, Bangladesh.

As an administration officer, the role will support:

- with the administration and organisation of school office;
- with pupil admissions and annual review process;
- financial administration including purchase orders, petty cash;
- HR administration including recruitment campaigns, single central record and staff absences; and
- reception cover during peak times of the day.

If you feel you have the skills, experience and drive to take on this role and become a member of our team and school, we would very much like to hear from you. The successful candidate is expected to start February 2025. Due to the nature of this role, there is no flexibility to change the times for this role. New appointments are expected to join on the minimum of the pay band.

## How to apply

The application form can be found on the school website [www.phoenix.towerhamlets.sch.uk](http://www.phoenix.towerhamlets.sch.uk) and TES

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

**Closing date: 9am, 13<sup>th</sup> January 2025** | Shortlisting: 14<sup>th</sup> January 2025 | Interviews and assessment: 21<sup>st</sup> January 2025

If you would like to discuss the post or visit, please contact

Mohammad Islam, Deputy SBM: [Mohammad.Islam@phoenix.towerhamlets.sch.uk](mailto:Mohammad.Islam@phoenix.towerhamlets.sch.uk)

Our school is committed to safeguarding and promoting the welfare of children, young people, and staff. The successful candidate will require an enhanced DBS clearance. We welcome applications from suitably skilled candidates regardless of ethnicity, gender, disability, sexuality, religion or age.

Community | Respect | Engagement | Aspiration | Trust | Equality