

# Phoenix School



Our Values

**C**ommunity | **R**espect | **E**ngagement | **A**spiration | **T**rust | **E**quality

## HR Officer

September 2023 Start

**Salary: NJC Scale 6, Point 18-20 - £32,418 to £33,510 (Pro-Rata)**

**Actual Salary £29,377 to £30,367**

**Working Arrangements: Permanent | Term Time + One Week | 35 hours per week | 8am to 4pm**

We are looking for an HR Officer who is proficient, pupil centred and self-motivated individual. They will be equipped with expert knowledge and understanding of HR or responsibility in a similar background, has a desire to develop individual attributes, and has the qualities to support the growing future of our excellent provision.

Phoenix is a well-established Outstanding (Ofsted Nov 2018) special school for students with severe language and communication difficulties including autism. The School offers a unique service to the children of Tower Hamlets. The school has a multi-ethnic population, which reflects the diversity of the borough. Phoenix has two sites, Phoenix School and Phoenix Upper School. The two sites cover the age range 3-12 and 12-19 respectively. In January 2021 Upper School site was completed and offers students a wonderful learning environment, which is reflected in the curriculum.

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.

The school has excellent facilities and resources to support teaching and learning. There is a comprehensive induction and training programme for new and existing staff. This is an exciting opportunity in a school providing for children and young people, where change and challenge are key to what we do.

The Role:

- To be responsible for the Schools Human Resources (HR) Services ensuring efficient operation.
- To provide first line HR advice and guidance as well as delivering proactive and comprehensive HR service in accordance policies and procedures internal and external.
- To manage recruitment, induction, probation and performance management administration.
- To lead on sickness absence monitoring and process sickness data, managing casework administration, file management and record keeping.
- To maintain staff personnel records and support the up keeping of Single Central Records

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.

### How to apply:

The application form can be found on the School website [www.phoenix.towerhamlets.sch.uk](http://www.phoenix.towerhamlets.sch.uk) or TES  
**Please return completed application form to: [recruitment@phoenix.towerhamlets.sch.uk](mailto:recruitment@phoenix.towerhamlets.sch.uk) We do not accept CVs**

**Closing Date: 9am Monday 28<sup>th</sup> August 2023**

**Shortlisting Date: 29<sup>th</sup> August 2023**

**Interviews & Assessment Date: 7<sup>th</sup> September 2023**

**It will not be possible to re-arrange these dates.**

**If you are intending to apply, please ensure you are available to attend for an interview.**

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

**[Mohammad.Islam@phoenix.towerhamlets.sch.uk](mailto:Mohammad.Islam@phoenix.towerhamlets.sch.uk)**

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