

Phoenix School

Fixed-Term 12 months Maternity Cover

BUSINESS SUPPORT OFFICER



Scale 6 Point 18-20 Pro-rata | Actual Salary £34,840 - £35,887 | April 2026 Start

Fixed-Term 12 months Maternity Cover | 35 hours per week | Term Time + Two Weeks | 8:00am to 4:00pm

We are looking for a Business Support Officer who demonstrates sound HR and Finance knowledge, whilst at the same time being proactive, pragmatic, proficient and enthusiastic. They must be person and pupil centred, self-motivated individual, equipped with knowledge and understanding of HR and Finance processing or responsibility in a similar background. They must have a desire to develop individual attributes, ability to investigate, problem solve and has the qualities to support the growing future of our excellent provision.

Phoenix is a well-established Outstanding (Ofsted Nov 2024) 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

You will:

- The post holder will support with the school operations including Finance, HR, Health & Safety, Data Management, Administration and ICT.
- Take lead role in the school's recruitment administration.
- The post holder will work closely with the HR Officer to support staff absences and ensure efficient operational support across all sites, and take the lead in their absence.

How to apply:

The application form can be found on the school website - www.phoenix.towerhamlets.sch.uk and TES. Please return completed application form to: recruitment@phoenix.towerhamlets.sch.uk – CVs not accepted

Closing date: 9am, 23rd February 2026

Shortlisting: 24th & 25th February 2026

Interviews & Assessments: 3rd March 2026

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, Deputy SBM: 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.