



# Phoenix School

## COVER CO-ORDINATOR AND ADMINISTRATOR

**NJC Scale 5 (SCP 10-12) Pro-rata (Actual Salary £26,784 - £27,688) September 2026**

Permanent | Term time only | 32.5 hours per week | 7:30am – 2:30pm

We are looking for a Cover Co-Ordinator and Administrator who is highly organised, proactive and able to work effectively in a fast paced school environment. The successful candidate will play a key role in ensuring the smooth daily operation of staff cover, alongside providing high-quality administrative support to the Senior Leadership Team.

You must be a person and student centred individual with excellent organisational and communication skills, able to manage competing priorities and work independently using your initiative. You will have experience of administration and ideally have knowledge of school systems and procedures, including staff absence processes and complex timetabling.

Phoenix is a well-established 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 three sites, Phoenix School, Phoenix Upper and Phoenix Sixth Form. The three sites cover the age range 3-12 and 12-19 respectively.

We are an award-winning school and accredited through the National Autistic Society; praised for our creative approach to working with autistic children. 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 oversee staff cover, co-ordinating and allocating cover for absence including sickness, training, visits and liaising with supply agencies where required to secure appropriate cover staff.
- Maintain accurate records of staff absence, supporting return-to-work procedures and ensuring follow-up actions are completed.
- Support with the school's weekly calendar, ensuring clear communication of staff deployment and key events.
- Support safeguarding administration and ensure records are maintained in line with GDPR requirements.
- Support the management of student medication systems and medical records, ensuring compliance with procedures.
- Liaise with parents, external agencies and visitors, including supporting school tours and events.
- Support SLT across all sites with administration tasks.

**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) – **CVs not accepted**

**Closing date: 9am, 25<sup>th</sup> June 2026**

**Shortlisting: 25<sup>th</sup> & 26<sup>th</sup> June 2026**

**Interviews & Assessments: Week commencing 29<sup>th</sup> June 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: Stacey Marsh, PA to the Executive Headteacher: [Stacey.Marsh@phoenix.towerhamlets.sch.uk](mailto:Stacey.Marsh@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**