

Phoenix School



FINANCE ASSISTANT

Scale 4 Point 7 Pro-rata | Actual Salary £29,048 | January 2026 Start

Permanent | 35 hours per week | Term Time + Two Weeks | 8:00am to 4:00pm

We are looking for a Finance Assistant who demonstrates excellent numerical and data processing, 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 finance processing or responsibility in a similar background. They must have a desire to develop individual attributes, ability to investigate and problem solves and has the qualities to support the growing future of our excellent provision.

Phoenix is a well-established school with over 500 Students. It is an Outstanding (Ofsted 2024) Special School for students aged 3-19 with severe language and communication difficulties including autism. The school offers a unique education to the children of Tower Hamlets. We are an award-winning school, accredited through the National Autistic Society and praised for our creative approach. We work across several sites including satellites in two mainstream schools and also offer support to mainstream schools through our pilot Specialist Classrooms.

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.

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.

You will:

- To provide high level financial administration, providing professional and efficient support for Phoenix School
- To support the effective operation of the school's finance functions by processing day-to-day financial transactions, maintaining accurate records, and providing administrative and financial support across the school.
- To ensure financial procedures are carried out in line with school policies and statutory requirements, and queries are dealt with promptly and professionally.

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, 10th November 2025

Shortlisting: 11th & 12th November 2025

Interviews & Assessments: 18th November 2025

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.

Community | Respect | Engagement | Aspiration | Trust | Equality