

# Phoenix School



## TRAINING AND EVENTS ADMINISTRATOR

January 2023 Start or Earlier

Salary: NJC Scale 5 12-15 or Scale 6 18-20 **Dependent on experience**

Point 12-20 - £ 27,009 to £31,155 Pro-Rata Actual Salary £23,336 to £27,402

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

Phoenix is an outstanding special school that now accommodates 474 pupils across multiple sites, including the newly built Phoenix Upper School. The School is expanding its team to meet the increasing needs of the school, which is a result of substantial growth in pupil numbers in recent years. You will be joining an Outstanding School (Ofsted November 2018) with a strong senior leadership team and committed staff team.

We are looking for a proficient and flexible individual who acquires experience organising and managing a large range of events, and a keen sense of budgeting and financial awareness. Candidate will need to demonstrate experience of customer liaison and commitment to customer care and satisfaction. The post would suit an individual with excellent interpersonal skills with the ability to work with others to identify needs for an event.

The post would suit a self-motivated individual who is looking to make a difference to our school community as well as furthering their own professional development. The successful candidates will have the opportunity to contribute to this exciting development, working with leadership and external professionals. You will be joining a friendly, supportive and high-performing team.

You will:

- Organise and host a programme of events supporting Outreach and the School in the Training Suite.
- Organise and coordinate an online platform for training events, to promote the training suite in the local community.
- Coordinate the training database so all training is recorded.

### How to apply

To discuss the post further please contact **Stacey Marsh by email**  
[Stacey.Marsh@Phoenix.towerhamlets.sch.uk](mailto:Stacey.Marsh@Phoenix.towerhamlets.sch.uk) or phone 02089804740

Application form can be found on school website [www.phoenix.towerhamlets.sch.uk](http://www.phoenix.towerhamlets.sch.uk)  
Please return your completed application to: [recruitment@phoenix.towerhamlets.sch.uk](mailto:recruitment@phoenix.towerhamlets.sch.uk)  
We do not accept CVs

**Closing Date: 9am, Tuesday 11<sup>th</sup> October 2022**  
**Shortlisting: 12<sup>th</sup> October 2022**  
**Interview: Week Commencing 17<sup>th</sup> October 2022**

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.

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.