



WORKING AT HILLVIEW SCHOOL

JOIN OUR TEAM

For Appointment of:
Examinations Assistant



WELCOME

Based in Tonbridge, Kent, Hillview School for Girls is an 11 to 18 girls' all-ability school with a thriving, mixed Sixth Form. We chose to become an academy in August 2011 and are one of the highest-achieving non-selective girls' School in Kent. Our dynamic Performing and Visual Arts specialisms have a profound impact upon learning and contribute to the purposeful, friendly and stimulating atmosphere that permeates the school. We foster self-esteem and high aspirations.

By encouraging a 'can-do' culture, our students become astute, ambitious and independent. Visitors often comment about how articulate and enthusiastic our students are. We believe in the pure potential of every child within the school, to develop, mature and thrive, leaving education fully ready for the world of employment. We place a high emphasis on education beyond grades, actively exploring a wide range of opportunities to develop the awareness and engagement of our students in the world around them.

Hillview is a fully inclusive school where independence is developed through an innovative education and inspirational opportunities.

Our vision is that: students unlock their pure potential to drive their future and thrive in society.

The pure potential belief is integral to everything that we do in school and the outcomes we expect for our students. The skills and beliefs at the heart of the pure potential graphic pull together the Performing Arts values, the desirable attributes of a future employee and awareness of the world. Hillview believes in success and achievement beyond grades and highly values the breadth of character and experience that enables our alumni to stand out from the crowd and secure a successful role in the ever-changing modern world. Through our inclusive Hillview society, we actively develop and promote the independent learner and thinker, encouraging students to try, make mistakes and learn for themselves.

We help students develop a range of transferable skills from teamwork, leadership and independence through to communication, self-expression and time management. Our strong pastoral system ensures that behaviour is excellent and there is a relaxed but purposeful atmosphere throughout the school here young people can thrive and feel supported.

We have a vibrant, mixed Sixth Form that provides a variety of pathways for students to extend their learning, gain work experience with one of our many industry partners and prepare for university or work.

We were selected by Tatler Magazine as 'One of The Best State Secondary Schools In 2017'.

Further details of the school, including breakdown of performance figures, can be accessed through: www.hillview.kent.sch.uk

Applicants are warmly invited to visit the school before applying.



**THE 2ND
HIGHEST
PERFORMING
NON-
GRAMMAR
SCHOOL IN
KENT**

JOB DESCRIPTION

Job Title: Examinations Assistant

Location: Tonbridge, Kent

Duration: Full Time

Start Date: September 2025

37 hours per week term time only + INSET days

Hours of work between

8.00am-4.00pm Monday-Friday

Starting salary £27,198 pro rata to £23,639

Hillview Range 6 Points 10-13

Accountable to: Examinations Officer

Job Purpose

To support the Examinations Officer in all aspects of exams and have oversight of examinations at alternative sites, mainly The View at East Street.

Duties and Responsibilities

Assist in the management and supervision of all external and internal examinations undertaken at the centre, ensuring that:

- Staff and students are fully aware of the Awarding Bodies/School's/JCQ's regulations concerning the conduct of examinations
- Staff and students are fully aware of the timetable of examinations
- For external examinations, a draft rooming and invigilation timetable is produced, in liaison with the teacher i/c staff cover and the SENCO, by the start of the Summer Term for the consideration of all staff and a revised timetable published in good time for the start of the examinations
- For internal examinations for the Upper School and Sixth Form), a timetable (including invigilation) is published in good time in liaison with the cover manager and the SENCO, which meets, as far as is practicable, the requirements of Curriculum Leaders
- For internal examinations for the Lower School, a timetable is published in good time which summarises when examinations are taking place
- Examination papers are kept securely prior to examinations and properly distributed according to the JCQ's and the Awarding Bodies' regulations
- Completed examination papers are dispatched to examiners / Curriculum Leaders as necessary

- Examinations are conducted and invigilated properly in accordance with the JCQ and the Awarding Bodies' regulations
- Arrangements are in place for the reception and distribution of examination results
- Alternative sites arrangements are planned for and implemented in line with JCQ regulations

The role also requires:

- Keeping up-to-date with updated regulations and guidance and actively engaging in CPD relevant to the role
- Undertaking other such reasonable duties in relation to examinations as the Headteacher/Deputy Headteacher shall request

Person Specification

- Excellent administration, communication and inter-personal skills: you will need to be courteous at all times but clear and firm when necessary
- Excellent attention to detail and willing to learn new processes
- Knowledge of all examination system or willingness to undergo training
- Ability to use the appropriate technological tools for administrative tasks and being proficient (or willing to undergo training) in the use of the Microsoft Office applications, the Arbor MIS and any other awarding bodies database / platforms required to perform the role
- Ability to meet tight deadlines and to work under pressure



THE APPLICATION PROCESS

A completed application form should be sent, by post or by email, to Mrs. A. Dennett (HR Manager)

dennetta@hillview.kent.sch.uk

Closing date for applications: Friday 4 July 2025

Interview date: To be confirmed

The school may interview early in the case of an exceptional candidate





CONTACT US

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