

WORKING AT HILLVIEW SCHOOL



**JOIN OUR TEAM**  
For Appointment of:  
*SEND Administrator*



# 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 where 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.

Further details of the school, including breakdown of performance figures, can be accessed through:  
[www.hillview.kent.sch.uk](http://www.hillview.kent.sch.uk)

Applicants are warmly invited to visit the school before applying.



THE 2<sup>ND</sup> HIGHEST  
PERFORMING  
NON-  
GRAMMAR  
SCHOOL IN  
KENT

# JOB DESCRIPTION

**Job Title: SEND Administrator**  
**Location: Tonbridge, Kent**

**Full time equivalent salary starting salary £25,495 gross per annum (pro rata to £22,159)**  
**(Hillview Range 5 Points 6-9 £25,495-£27,065 fte)**

**Hours of work: 37hrs per week, term-time only plus Inset days.**

**Accountable to:** Director of SEND

**Liaise with:** SEND Team  
LSAs

## **Job Purpose**

Support the Director of SEND in maintaining a high standard of record keeping for all students with SEND:

- Upload new diagnosis reports onto student tiles and update Arbor
- Update and maintain the new SEND register when required
- Update Arbor and student files
- Timetable interventions onto Arbor and notify both parents and students

## **Exam Access Arrangements**

- Co-ordinating collection of exam access evidence across the school to pre-set timeframes
- Set up the small room for exams
- Collect and scan exam scripts for evidence collection
- Meet with learners and take telephone calls from parents in relation to exam needs
- Undertake annual JCQ training
- Keep reading pens charged and show learners how to use them
- Order supplies for exams
- Setting up exam access testing

## **Transitions**

- Manage exam access paperwork for the new Year 12s transition process – collecting information from previous schools and creating a list of access arrangements for new pupils
- Manage the transfer of exam access paperwork for those students who leave the school after their summer exams in Year 11 and Year 13
- Ensure In Year Admissions are added to Arbor and the SEND register as needed

### **General Communications**

- Be the first point of contact in the Department for professional and parent telephone calls, dealing with and actioning queries where appropriate
- Manage the SEND Admin inbox and liaise with the SEND Administrator around actions
- Arrange meetings for the Department and Director of SEND

### **General Administration**

- Record meeting minutes
- To undertake general office duties as required in the Learning Support Department
- Attend internal/ external training as appropriate
- Undertake any other duties or training as required by the Headteacher and Director of SEND, commensurate with the general level of responsibility of the post

### **Person Specification**

- Essential Skills and Qualifications
- Good communication skills – both written and spoken
- The ability to work independently, productively and show initiative
- Ability to maintain confidentiality at all times
- A good sense of humour
- A sound standard of education
- Excellent knowledge of computer systems and their use in data collection
- Excellent oral and written communication skills
- Strong interpersonal skills
- Ability to work to tight deadlines under pressure
- Ability to manage and prioritise own workload with initiative, imagination and flexibility
- Strong organisational skills

### **Desirable**

- An understanding of SEND
- Experience of working with young adults

# The SEND Department

The SEND Department currently consists of the SENCO, an Assistant SENCO, an Adapted Curriculum Lead, five full-time Learning Support Assistants, one part-time Learning Support Assistant and two Administrators. Staff are expected to take a full and active part in the wider life of the school with opportunities to accompany students on trips and participate in clubs. Staff also share the responsibility for maintaining the SEND department's profile through the school from Year 7 to 13. The SENCO and Senior LSAs have separate office and LSAs use the Learning Support classroom and staffroom for individual work and liaising with teachers.

We support students across all year groups with a variety of needs including students with Autistic Spectrum Conditions, Social Communication Disorders, Social Emotional and Mental Health needs, Dyslexia, Attention Deficit Disorder with and without hyperactivity as well as students with difficulties with memory and processing information. The LSAs have approximately ten to twelve key students who they work with closely and meet with at least once fortnightly to monitor and review progress and wellbeing. They also meet their key students' parents or carers regularly to review support and interventions, agreeing next steps and liaising with other staff to co-ordinate.

In lessons, LSAs support the teachers to scaffold learning, making sure work is accessible and adapted appropriately for all students with SEND. Outside of lessons, LSAs work with individual students and small groups to deliver intervention programs, support at breakfast, lunchtime and after school clubs. The Learning Support Team meets weekly to discuss all SEND students. There is a weekly slot reserved for bespoke training. There are twilights and INSETs throughout the academic year that provide time for whole school and department training as well as time to review the effectiveness of the department and to decide how we move forwards as a team. During exam periods, LSAs who have had prior training, invigilate and provide access arrangements for students who qualify for these. Being a friendly and reassuring face makes all the difference to our often anxious SEND students.

## The School

Hillview School for Girls is a Visual and Performing Arts Specialist School with the National Curriculum taught in Years 7-11 and A-Levels or equivalent offered in the Sixth Form. There is also The View which provides an alternative learning environment for students who need this in East Street, Tonbridge. SEND support is given to students across the school and in a variety of subjects working with different teachers.



# 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](mailto:dennetta@hillview.kent.sch.uk)

Closing date for applications: Monday 23 February 2026

Interview date: To be confirmed





**CONTACT US**

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