

WORKING AT HILLVIEW SCHOOL

JOIN OUR TEAM

For Appointment of:
***Administration Assistant at
The View @ East Street***



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.

The View @ East Street is a provision based in the heart of Tonbridge. It is a comfortable and small-scale study centre for 16 to 18-year-old students. This Satellite Centre, of the highly successful Hillview School for Girls, offers the highest level of support through a personalised and nurturing approach to its students, with dedicated tutors and pastoral support. This centre supports young people who would benefit and prefer to study in a smaller learning environment.

Within the centre we also support Year 10 & 11 students from other local schools with an anxiety-based school avoidance programme. Within the five years of supporting Post 16 and Year 11 students, there is proven success of the work we do with our students with over 92% annually of all our students having a positive destination in education or training.

Additional Learning Support at TV@ES is designed to remove any potential barriers to learning and ensure successful outcomes. We work closely with all our students and parents to organise support and make reasonable adjustments to their learning experiences to enable positive outcomes emotionally, socially and academically.



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

JOB DESCRIPTION

**Job Title: Full Time Administration Assistant at
The View @ East Street
(Satellite Centre of Hillview School for Girls)**

**Full time equivalent salary £28,482 (pro rata to £21,803)
Hillview Range 6 Point 10**

**31 hours per week term time only plus INSET days
Between the hours of 8.20am-3.20pm Monday to Friday
(flexibility in hours can be discussed)**

Job Purpose

To provide administration service and reception duties for the The View at East Street including liaising with parents/students regarding attendance and well-being.

Key Responsibilities

Reception

- Answer incoming calls and direct enquiries appropriately
- Manage general email enquiries
- Welcome visitors and students and ensure they are signed in
- Prepare room and refreshments for Trustee meetings
- Monitor student sign-in procedures and appropriate use of passes

Administration

- Provide administrative support for admissions data entry
- Assist with the preparation of exam rooms and exam materials
- Support general administrative activities at key times throughout the academic year
- Securing confiscated mobile phones and maintain records relating to mobile phone monitoring

Attendance

- Monitor attendance-related emails and calls
- Record absences accurately on Arbor
- Check registration marks and follow up unexplained absences with texts and calls
- Produce weekly attendance reports and identify patterns of absence, liaising with parents/carers and tutors where appropriate
- Raise any attendance concerns with tutors, including unexplained or unreported absences.
- Generate attendance and absence reports from Arbor as required

- Check absence records regularly to ensure they are complete and accurate in preparation for census returns.
- Maintain accurate use of absence codes
- Provide weekly absence reports to Viewpoint schools

Person Specification

Essential Skills and Qualifications

- A sound standard of education
- Experience of working with young adults
- Excellent knowledge of computer systems –databases, excel and word
- Excellent oral and written communication skills
- Strong interpersonal skills
- Ability to work to tight deadlines under pressure
- Ability to manage and prioritise own workload
- Strong organisational skills

Essential Personal Attributes

- Ability to work under pressure whilst maintaining efficiency and accuracy
- Flexibility on workloads and willingness to work as a member of a team
- Able to show empathy and connect with a range of different people
- Use initiative and ability to be adaptable in day-to-day work
- A commitment to high standards
- An understanding of the importance of confidentiality
- A commitment to the aims of Equal Opportunities and Diversity



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: Monday 6 July 2026

Interviews: TBA



Pure Potential

- Curiosity
- Unity Creativity
- Empathy Respect
- Self-belief Aspiration
- Courage Communication
- Commitment Resilience
- Excellence Employability
- Reflection Responsibility

INSPIRATION
INNOVATION
INDEPENDENCE
INCLUSIVITY





CONTACT US

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