



## **Examinations Assistant**

**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**

### **WHY CHOOSE US?**

Do you want to be part of a community which offers a positive, exciting and rewarding place to work? Hillview School for Girls is a popular, high achieving, non-selective school based in Tonbridge, Kent.

Our calm and focused environment, where students are keen to learn, achieve and appreciate their staff's dedication and support, are the main reasons why people love to work at Hillview.

This is a rare opportunity to join part of our school administration team.

We are seeking to appoint a highly organised and efficient Examinations Assistant to assist the Examinations Officer in the proactive administration, organisation and conduct of public and internal examinations. You will also have oversight of exams at alternative sites, mainly The View at East Street.

Responsibilities may vary but will include:

- Assisting with all examinations including entries, the implementation of EAAs and post results processes
- Assisting the Examinations Officer to ensure that all staff and students are fully aware of JCQ, the Awarding Bodies'/Centre's regulations concerning the conduct of examinations
- Helping to produce the examinations timetable (including rooming and invigilation) in liaison with the cover manager, the Heads of Key Stage and the SENCO

You will have:

- Excellent administration and communication skills
- Excellent attention to detail and willing to learn new processes
- The ability to use the appropriate technological tools for administrative tasks and be proficient in the use of the Microsoft Office applications, the Arbor MIS and any other awarding body database/platforms required to perform the role

Please use the contact details below if you would like to discuss the role informally before making an application.

**Please return a completed application form, to Mrs A Dennett, HR Manager, Hillview School for Girls, Brionne Gardens, Tonbridge, Kent, TN9 2HE or by email: [dennetta@hillview.kent.sch.uk](mailto:dennetta@hillview.kent.sch.uk)**

**Tel: 01732 352793 Ext 180**

**Closing date: Friday 4 July 2025**

**Interview date to be confirmed**

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

*Hillview School is committed to safeguarding and promoting the welfare of all our students and we expect all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check.*