



## **SEN Administrator**

**Start Date: September 2025**

**37 hours per week term time only + INSET days**

**Hours of work between 8.00am-4.00pm Mon-Thursday**

**8.00am- 3.30pm on Friday**

**Full time equivalent starting salary £25,495**

**(actual pro rata salary £22,159 gross per annum)**

**Hillview Range 5 Points 6-9**

### **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. You will support the Director of SEN in maintaining a high standard of record keeping for all students with SEN.

Responsibilities may vary but will include:

- Record meeting minutes
- Undertake general office duties as required
- Upload new diagnosis reports onto student tiles, update Arbor and arrange meetings where necessary to review
- Update and maintain the new SEN register when required
- Timetable interventions onto Arbor and notify both parents and students
- Organise screening throughout the year and generate reports to be reviewed – dyslexia/dyscalculia screeners and baseline testing for new Year 7s
- Create pupil profiles for SEN students
- Maintain the LS staff timetable on Excel - timetable staff changes due to absence and send out to all as needed
- Organising and overseeing exam access arrangements

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

**Closing date: Monday 30 June 2025**

**Interview date to be confirmed**

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

**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**

*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.*