



## **Full Time Administration Assistant at The View @ East Street**

(Satellite Centre of Hillview School for Girls)

**Part time equivalent salary £28,482 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)**

Are you passionate about supporting young people? We are looking for an enthusiastic and dedicated Administration Assistant to join our friendly and experienced team here at The View @ East Street.

### **WHY CHOOSE US?**

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.

### **You will have the skills to:**

- Answer incoming calls and welcome visitors
- Monitor students signing in
- Support general administration
- Monitor attendance and record absences
- Follow up unexplained absence

**Interested applicants please return a completed application form by e-mail to Mrs Amanda Dennett,  
HR Manager at [dennetta@hillview.kent.sch.uk](mailto:dennetta@hillview.kent.sch.uk)**

**Closing date for applications: Monday 6 July 2026**

Please note: Applications may be considered whilst the post is being advertised. Hillview School reserves the right to close earlier than the stated deadline

*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.*