



SEND Administrator

Start Date: ASAP

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 £27,152 (actual pro rata salary £23,599 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. We are looking for a SEND administrator to join our large, welcoming SEND team. You will be to be the first point of contact for external communications from parents/carers and professionals either via incoming telephone call or email.

In addition to this there may be some additional duties to be agreed with the Director of SEND to support this dynamic department over time.

Responsibilities may vary but may include:

- Maintain accurate student records, databases and spreadsheets
- Manage and monitor the SEN shared inbox, responding to enquiries and directing communications as appropriate
- Record diagnoses, educational needs, interventions and support arrangements
- Organise SEN support meetings and manage appointment booking systems
- Support referral processes to external agencies by gathering and collating evidence and overseeing the process from start to finish
- Update and maintain the school's SEN Register
- Administration of literacy, dyslexia and dyscalculia screening assessments
- Prepare and distribute correspondence, forms and supporting documentation
- Produce and distribute weekly SEN updates and communications for staff

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: Friday 30 October 2026

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
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.