



WORKING AT HILLVIEW SCHOOL

JOIN OUR TEAM

For Appointment of:
SEND Administrator



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.

We help students develop a range of transferable skills from teamwork, leadership and independence through to communication, self-expression and time management. Our strong pastoral system ensures that behaviour is excellent and there is a relaxed but purposeful atmosphere throughout the school where young people can thrive and feel supported.

We have a vibrant, mixed Sixth Form that provides a variety of pathways for students to extend their learning, gain work experience with one of our many industry partners and prepare for university or work.

Further details of the school, including breakdown of performance figures, can be accessed through: www.hillview.kent.sch.uk

Applicants are warmly invited to visit the school before applying.



THE 2ND HIGHEST
PERFORMING
NON-
GRAMMAR
SCHOOL IN
KENT

JOB DESCRIPTION

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

Accountable to: Director of SEND

Liaise with: SEND team
LSA's

Purpose of the Role

We are seeking an organised, efficient and compassionate SEN Administrator to join our Learning Support Department. The successful candidate will provide high-quality administrative support for the school's Special Educational Needs (SEN) provision, ensuring that systems, records and communications relating to students with additional needs are maintained accurately and effectively.

This is a varied and rewarding role requiring excellent organisational skills, attention to detail and the ability to communicate professionally with staff, parents and external agencies.

Key Responsibilities

Administrative Support

- Provide comprehensive administrative support to the Learning Support Department.
- Manage and monitor the SEN shared inbox, responding to enquiries and directing communications as appropriate.
- Maintain accurate student records, databases and spreadsheets.
- Produce and distribute weekly SEN updates and communications for staff.
- Organise and maintain electronic and paper filing systems.

Student Records and Data Management

- Maintain SEN records on school management systems, ensuring information is accurate and up to date.
- Record diagnoses, educational needs, interventions and support arrangements.
- Update and maintain the school's SEN Register.

- Process and archive student records when students join or leave the school.
- Upload, organise and securely store confidential reports and documentation.

Meetings and Communication

- Organise SEN Support Meetings and manage appointment booking systems.
- Liaise with parents, carers, staff and external professionals regarding meetings, referrals and student support.
- Prepare and distribute correspondence, forms and supporting documentation.
- Maintain records of meetings and follow-up actions where required.

Referral and Assessment Administration

- Manage internal referrals in collaboration with the SENCO team.
- Support referral processes to external agencies by gathering and collating evidence and overseeing the process from start to finish.
- Circulate information requests and collect responses from teaching staff.
- Prepare documentation to support referral submissions.
- Track referral progress and maintain referral records.

Assessment and Intervention Support

- Administration of literacy, dyslexia and dyscalculia screening assessments.
- Schedule assessments and communicate arrangements to students, parents and staff.
- Maintain assessment records and distribute results to relevant staff.
- Support the administration of learning interventions and online learning enrolments.

Purchasing and Department Administration

- Raise purchase orders and maintain records of departmental expenditure.
- Ensure purchasing procedures are followed in accordance with school policies.
- Maintain records relating to resources and departmental purchases.

Person Specification

Essential

- Excellent organisational and administrative skills.
- Strong attention to detail and accuracy.
- Ability to handle confidential information with discretion and sensitivity.
- Effective written and verbal communication skills.
- Competent user of Microsoft Office applications, particularly Excel, Word and Outlook.
- Ability to prioritise workloads and manage multiple tasks simultaneously.
- Experience of maintaining databases and electronic records.

Desirable

- Experience working in a school or educational environment.
- Knowledge of SEND processes and terminology.
- Experience using Arbor or similar school management systems.
- Experience supporting SEN administration or working with vulnerable young people.

Personal Qualities

The successful candidate will be:

- Professional, approachable and reliable.
- Highly organised and proactive.
- Able to work independently and as part of a team.
- Flexible and responsive to changing priorities.
- Committed to supporting the inclusion and achievement of all students.

THE SEND DEPARTMENT

The SEND Department currently consists of the SENCO, an Assistant SENCO, an Adapted Curriculum Lead, five full-time Learning Support Assistants, one part-time Learning Support Assistant and two Administrators.

Staff are expected to take a full and active part in the wider life of the school with opportunities to accompany students on trips and participate in clubs. Staff also share the responsibility for maintaining the SEND department's profile through the school from Year 7 to 13. The SENCO and Senior LSAs have separate office and LSAs use the Learning Support classroom and staffroom for individual work and liaising with teachers.

We support students across all year groups with a variety of needs including students with Autistic Spectrum Conditions, Social Communication Disorders, Social Emotional and Mental Health needs, Dyslexia, Attention Deficit Disorder with and without hyperactivity as well as students with difficulties with memory and processing information. The LSAs have approximately ten to twelve key students who they work with closely and meet with at least once fortnightly to monitor and review progress and wellbeing. They also meet their key students' parents or carers regularly to review support and interventions, agreeing next steps and liaising with other staff to co-ordinate.

In lessons, LSAs support the teachers to scaffold learning, making sure work is accessible and adapted appropriately for all students with SEND. Outside of lessons, LSAs work with individual students and small groups to deliver intervention programs, support at breakfast, lunchtime and after school clubs. The Learning Support Team meets weekly to discuss all SEND students. There is a weekly slot reserved for bespoke training. There are twilights and INSETs throughout the academic year that provide time for whole school and department training as well as time to review the effectiveness of the department and to decide how we move forwards as a team. During exam periods, LSAs who have had prior training, invigilate and provide access arrangements for students who qualify for these. Being a friendly and reassuring face makes all the difference to our often anxious SEND students.

The School

Hillview School for Girls is a Visual and Performing Arts Specialist School with the National Curriculum taught in Years 7-11 and A-Levels or equivalent offered in the Sixth Form. There is also The View at Avebury which provides an alternative learning environment for students who need this. SEND support is given to students across the school and in a variety of subjects working with different teachers.



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: Wednesday 23 September 2026

Interviews: TBA





CONTACT US

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