



## **SEN Administrator**

**Start Date: March 2026**

**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. We are looking for a SEND administrator to join our large, welcoming SEND team. The first part of this role will be to provide administrative support for exams access testing and support for learners who have agreed exam access arrangements. The second part of the role 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:

### **Organising and overseeing exam access arrangements**

- Co-ordinating collection of exam access evidence across the school to pre-set timeframes
- Set up the small room for exams
- Collect and scan exam scripts for evidence collection
- Meet with learners and take telephone calls from parents in relation to exam needs
- Undertake annual JCQ training
- Keep reading pens charged and show learners how to use them
- Order supplies for exams
- Setting up exam access testing

### **General office duties**

- Manage SEN office inbox
- Triage all communications into the SEND department quickly and effectively
- Filing communications on Arbor / SEND digital or paper folders
- Record meeting minutes
- Upload new diagnosis reports onto student tiles, update Arbor and arrange meetings where necessary to review

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 23 February 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](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.*