



WORKING AT HILLVIEW SCHOOL

JOIN OUR TEAM

For Appointment of:
Attendance Officer (to cover maternity leave)



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 here 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.

We were selected by Tatler Magazine as 'One of The Best State Secondary Schools In 2017'.

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

Job Title: Attendance Officer
(to cover a period of maternity leave from
November 2024 up to July 2025)

Location: Tonbridge, Kent

Duration: Full Time

Full time equivalent starting salary £24,272 gross per annum
(actual pro rata salary £21,096 for 37 hours per week)
(Hillview Range 5 Point 6-9)

Hours of work: Between 8.00am-4.00pm (or 7.30am-3.30pm)
Term-time only, plus Inset days

Key Purpose

Responsible for keeping accurate and timely data on pupil attendance which will include the following tasks:

- Ensure that all lesson registers have been completed in an accurate and timely manor and follow up any incomplete data with teachers
- Updating registers with absences reported by parents and details from the late book.
- Complete First Day Calling for identified students and send First Day Alerts for any unexplained absences. Further contact to be made with parents either by letter or telephone concerning ongoing unexplained absences.
- Where necessary, input data for missing registers, registers for school trips and students in intervention groups.
- Build positive relations with parents/carers to encourage family involvement in their child's attendance
- Process all student holiday or request for leave applications
- Track attendance of vulnerable groups of pupils and share information with school leaders
- Liaising with welfare and guidance staff on the pupils that are causing concern
- Producing reports for teachers and mentors to highlight any errors on their registers and report on the levels of attendance for their classes
- Meeting with teachers and mentors on a regular basis to resolve any queries
- Producing reports for the Education Welfare Officer for truancy cases and/or penalty notices
- Working with school leaders to identify appropriate interventions to improve attendance for particular groups of individual pupils
- To collate attendance data producing routine reports and prepare statistical returns regarding attendance
- To promote the safeguarding of all students who are part of the school community and report any concerns to the DSL team.
- Build and refresh knowledge of the school's MIS (Arbor) and other relevant systems

Person Specification

Essential Skills and Qualifications

- A high level of IT skills including mail merge, email, databases and spreadsheets
- Good communication and interpersonal skills
- Self-motivation, initiative and drive
- Good time management
- Good organisational skills

Desirable Experience

- Previous work in education
- Knowledge of Arbor

Essential Personal Attributes

- Ability to work independently and to use initiative
- Self-confidence
- Ability and willingness to be flexible
- Willingness to work as member of team
- Commitment to high standards
- Understanding of the importance of confidentiality
- Commitment to the aims of Equal Opportunities

NOTES

- 1 The responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- 2 This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out, and no part of it may be so construed.
- 3 This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.



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: Friday 27 September 2024

Interview date: To be confirmed



Pure Potential

- Curiosity
- Unity Creativity
- Empathy Respect
- Self-belief Aspiration
- Courage Communication
- Commitment Resilience
- Excellence Employability
- Reflection Responsibility

INSPIRATION
INNOVATION
INDEPENDENCE
INCLUSIVITY





CONTACT US

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