



WORKING AT HILLVIEW SCHOOL

JOIN OUR TEAM

For Appointment of:
Examinations Officer



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: Examinations Officer

Location: Tonbridge, Kent

Duration: Full Time

Start Date: September 2025

37 hours per week all year round

Hours of work between 8.00am-4.30pm Monday-Thursday

8.00am- 4.00pm on Friday

Full time equivalent starting salary £34,787

Hillview Range 9 Points 24-29

Accountable to: Deputy Headteacher

Job Purpose

The Examinations Officer is responsible for the management, organisation and smooth running of both internal and external examinations. They act as the primary liaison between the school and external examination bodies. They will be familiar with the requirements and regulations placed on schools by both awarding bodies and the Joint Council for Qualifications (JCQ) and will ensure that the school is compliant with these before, during, and after examination periods.

Key Tasks and Responsibilities

The management and supervision of all external and internal examinations undertaken in the school (on the main site and at the Bordyke site) by:

- Managing all examinations including entries, the implementation of EAAs and post results
- Ensuring staff and students are fully aware of the Boards'/Centre's regulations concerning the conduct of examinations
- Liaising with Curriculum Leaders / Centre Leader regarding all examination entries and the timetable by which entries must be made
- Ensuring all candidates are notified of their examination entries, dates, times and regulations in accordance with the regulations
- For external and internal examinations, producing the rooming and invigilation timetable, in liaison with the cover manager, the Heads of Key Stage and the SENCO, by the start of the Summer Term for the consideration of middle leaders and publishing a revised timetable in good time for the start of the examinations
- Ensuring that any information about examinations is communicated to students / parents in good time (in liaison with the Head of Key Stage, where relevant)
- Ensuring all Exam Invigilators are recruited, trained and the required number available to cover requirements

- Ensuring that examination papers are kept securely prior to examinations and properly distributed according to the Boards' regulations
- Ensuring completed examination papers are dispatched to examiners as necessary
- Ensuring a high standard of Exam Invigilation through training of invigilators, ensuring coverage levels are sufficient and procedures and protocols are highly efficient
- Ensuring that examinations are conducted and invigilated properly in accordance with the Boards' regulations
- Creating and / or updating all policies and procedures relevant to public examinations and assessments in readiness for each exam season
- Administering the vocational qualifications in Arbor and with the Awarding Bodies
- Updating annually the subject Awarding Body syllabuses and units and upload onto Arbor
- Digitalising processes, wherever possible, to ensure efficiency

The management of examinations results, appeals and review of results processes by:

- Managing arrangements for the secure storage and dispatch of examination scripts for marking
- Organising arrangements for the timely downloading, reception and distribution of examination results
- Ensuring that all departments follow the correct post-results / pre-submission procedures as outlined by the awarding bodies
- Supporting staff, where applicable, with the timely issue of marks for NEAs and coursework so that students can request reviews / appeals in line with awarding bodies deadlines
- Ensuring that systems are in place and the relevant is trained for post-results processes in the summer

The management of data relevant to students' examinations by:

- Ensuring all the student examination entry information is up-to-date
- Liaising with teaching and non-teaching staff to confirm that all entry information and Access Arrangements for students have been applied for, in order that students are entered for the right examinations and have the required support
- Register/enter/withdraw candidates for examination/assessment as appropriate and in accordance with the awarding bodies' procedures and deadline to ensure the Centre is not subject to late fees
- Working with the SENCO to ensure appropriate access arrangements and reasonable adjustments are made for the appropriate students and reflect their NWOW
- Managing the Special Consideration process, as and when necessary
- Keeping the Deputy Head (Teaching & Learning) fully aware of examination issues
- Undertaking other such reasonable duties in relation to examinations as the Headteacher/Deputy Headteacher shall request



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: Monday 2 June 2025

Interview date: To be confirmed

The school may interview early in the case of an exceptional candidate





CONTACT US

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