



**WORKING AT HILLVIEW SCHOOL**

# **JOIN OUR TEAM**

**For Appointment of:**  
*Marketing 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 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](http://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: Marketing Administrator**

**Location: Tonbridge, Kent**

**Duration: Full Time**

**Start Date: ASAP**

**37 hours per week term time only + INSET days**

**and an additional 10 days to be worked as required**

**Hours of work between 8.30am-4.30pm Mon-Thursday (8.30am-4.00pm on Friday)**

**Full time equivalent starting salary £25,893**

**(actual pro rata salary £23,657 gross per annum)**

**Hillview Range 6 Points 10-13**

**Accountable to:** Executive Assistant to the Headteacher

**Liaise with:** Leadership Team  
Teachers and Support Staff

## **Key Purpose**

In this hybrid role you will lead on the production of marketing materials for Hillview School for Girls Academy Trust, comprising of Hillview School for Girls, The View@East Street and Littleview nursery. You will proactively drive the strategy and content creation for all platforms: website, social media, prospectus, course guides and marketing displays on site, and where relevant in the local and wider community.

This role also holds a wider contribution to the administration team on a daily basis and the oversight of reprographics in the school.

## **Key Tasks and Responsibilities**

The post holder will work across the school office and the reprographics room carrying out a variety of duties.

They will have sole responsibility for:

- Developing and enhancing the brand identity for all sites
- Creating content to be deployed across the range of marketing materials, including the proactive and regular updating of the website and social media campaigns
- Press release distribution, particularly around results days in August
- The running of the reprographics provision as part of the office team, to meet the needs of the school

They will work as part of the office team to:

- Cover reception when required
- Deal with deliveries, visitors, supervising student receptionists and lost property
- Respond to student enquiries and first aid incidents and supervision of the medical room if the Medical Officer is not present
- Assisting with administrative tasks to assist the wider teaching body using Arbor, Microsoft Word, Excel, Publisher or PowerPoint if required
- Maintain student records using Arbor applications and produce reports for staff as requested
- Distribution of information to parents/students via email using the In-Tray system
- Assist with school events and relevant administration during the school year
- Liaise with the Headteacher, and other senior staff to ensure all school documentation for public distribution is prepared to set deadlines

## **Person Specification**

### **Essential Skills and Qualifications**

- Keen interest in marketing, social media and brand identity
- High quality photography skills and experience in taking corporate standard photographs for multiple purposes
- Photoshop/Illustrator/InDesign skills highly desirable
- Experienced with the main Microsoft Office products (Excel, Word and PowerPoint)
- Highly organised with a can-do proactive attitude, the ability to adapt and show initiative in fast paced situations
- Accurate spelling and grammar, with an understanding of how to adapt English to suit different markets
- Good communication skills – both written and spoken
- The ability to work independently, productively and show initiative
- Ability to maintain confidentiality at all times
- A good sense of humour



# 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](mailto:dennetta@hillview.kent.sch.uk)

Closing date for applications: Monday 25 November 2024

Interview date: To be confirmed

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



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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