



Maidstone Grammar School *for Girls*



SEND & Medical Needs Co-ordinator

Start Date: October 2025

Hours: 8.30am – 4.00pm, 7.5 hours per week (term time plus 1 directed day)

Day: Mondays preferred (some flexibility may be possible)

Salary: Kent Salaries KSE £27,852 – £29,716 pro rata
(equating to £4,921 per annum)



The Post

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Make a difference in just One Day a Week - We are seeking a caring, organised and proactive colleague to join our SEND team as a SEND & Medical Needs Co-ordinator. This is a unique part-time role where your skills and commitment can have a real impact on the wellbeing and progress of our students.

The successful candidate will be able to co-ordinate appropriate provision for all students with additional educational needs and liaise with and attend meetings with colleagues, parents/carers and outside agencies for students. The role also includes supporting the provision for students with ongoing medical needs and other students who need additional support.

Working closely with the SENCO, staff, parents and external agencies, you will help ensure that students with SEND and/or medical needs receive the right support at the right time. From co-ordinating provision for students to overseeing health care plans and helping with access arrangements for exams, this is a varied and rewarding opportunity for someone passionate about inclusion and student welfare.

The Team & Our Facilities

You will be joining a supportive SEND team, including our SENCO and SEND Learning Mentor who are dedicated to ensuring every student has the opportunity to thrive.



Summary of Job:

To support the SENCO to coordinate appropriate provision for all students with EHCPs, additional educational needs and liaise with and attend meetings with colleagues, parents/carers and outside agencies. The role also includes supporting the provision for pupils with ongoing medical needs and other pupils who need additional support.

Outline of Main Duties:

To keep clear records for students with SEND, medical or other identified needs including maintaining and updating the SEND Register, Inclusion Profile, Health Care Plans and list of students with medical needs.

To keep staff regularly informed and updated in understanding the learning needs of students with specific needs, SEND and medical needs.
To arrange assessments by a specialist teacher for examination concessions, and notify the Examinations Officer of the most appropriate arrangements to make. Assist the Examinations Officer in providing evidence for students entitled to examination concessions. Support the SENCO in ensuring that access arrangements(including assessments for additional time) are in place for all school examinations and external examinations and complete relevant paperwork for examination boards.
Under the direction of the SENCO and pastoral staff, collate and prepare information relating to assessments, statements and referrals to other agencies. To collate SEND, welfare and medical data producing routine reports and preparing statistical returns as requested.
Contribute to the development of policies and procedures relating to SEND and medical matters.
In relation to SEND
To help with the identification of any additional educational needs of students and to provide appropriate support in school for all students with SEND and those with identified learning and medical needs and other sub groups as required.
To organise and chair reviews and multi agency meetings and support the SENCO in EHCP reviews to discuss the needs and progress of identified students.
To assist the SENCO and Heads of Study in the transition of students with SEND or medical needs both leaving and joining the school, including alternative provision
Assist in the development and implementation of individual provision plans for pupils, share with staff, parents and carers, and review and update these regularly, including attendance at, and contribution to, reviews.
Oversee students with SEND/Medical needs who access Student Support including delivering specified work to individuals and small groups modifying and adapting activities as necessary.
Work with the SENCO to monitor attendance of those with SEN needs, liaising with external agencies, attending meetings and creating reduced timetables as appropriate
Undertake training with a specific area of expertise to support staff to meet the expectations of the school in relation to SEND.
In relation to Medical Needs
Keep and supervise administration of medication to pupils ensuring records, including Health Care Plans, are kept in accordance with school policy.
Oversee the provision of work for students who are absent due to long-term illness, working with hospital schools as appropriate.
Arrange in-school appointments with visiting medical/therapeutic practitioners – eg school counsellor, school nurse, physiotherapist.
Oversee immunisations on site in line with national requirements.
To act as a school first aider.
To be available on an occasional ad hoc basis to take part in supervising lessons, school trips, and taking responsibility for a group of students.
Undertake appropriate training and professional development, as required by the school and in consultation with the line manager and Headteacher.
Comply with school policies and procedures (including those relating to Safeguarding, Child Protection, Equal Opportunities, Health and Safety, confidentiality and data protection) and uphold the ethos of the school.
Safeguarding

- Adhere to the requirements as set out in the current version of KCSIE
- Attend/Complete all MGGS training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role
- Be committed to safeguarding and promoting the welfare of children and young people

Fulfil any other tasks reasonably requested by the line manager.

Person Specification

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school.

Qualifications	<ul style="list-style-type: none"> ● At least A level or equivalent qualifications. ● Good overall secondary school qualifications. ● First aid qualifications.
Experience	<ul style="list-style-type: none"> ● Successful relevant experience of working with children (at least 2 years). ● Proven administration experience.
Skills and Abilities	<ul style="list-style-type: none"> ● Ability to relate well to children and adults, understanding their needs and being able to respond accordingly. ● Ability to work in an organised and methodical manner and maintain accurate records. ● Ability to convey information clearly and accurately orally and in writing to a range of people. ● Ability to take personal responsibility for organising day-to-day workload. ● Ability to work effectively and supportively as a member of the school team and under the direction of the SENCO. ● Able to deal calmly, tactfully and effectively to a range of people. ● Have the necessary skills to manage and supervise whole class activities safely and be able to use a range of strategies to deal with pupil behaviour. ● Ability to show sensitivity and objectivity in dealing with confidential issues.
Knowledge	<ul style="list-style-type: none"> ● Have good working knowledge of relevant policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. ● Demonstrate a basic understanding of the work of a school. ● Demonstrate an understanding of SEND, medical and welfare issues in a school setting. ● Knowledge of a range of computer applications – including Google Apps for Education / Word / Excel / Powerpoint / SIMS. ● Demonstrate an understanding of confidentiality and child protection issues in a school setting.

The Application Process

Application forms and full details can be found on our Vacancies page on our website:

<https://www.mggs.org/joining-us/join-our-team/vacancies/> and should be sent to mstarns@mggs.org.

Teaching and Support Staff references will be requested prior to interview.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children.

This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. The School will undertake an online check of shortlisted candidates in accordance with the requirements of the current edition of Keeping Children Safe in Education.

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Important Dates

*Closing date for applications: 8am on 10th October 2025

*Applications are welcomed immediately. Applications will be considered in the order in which they are received. Suitable candidates may be interviewed before the closing date and Maidstone Grammar School for Girls reserves the right to withdraw the position if an early appointment is made.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. All posts are subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. For more information please see our [Safeguarding Policy](#).

How to Apply

Applicants should complete the application form and email it along with a covering letter addressed to the Headteacher, Miss Deborah Stanley via mstarns@mggs.org. Applicants are strongly encouraged to also complete our [Equal Opportunities & Recruitment Monitoring Form](#). If you require any additional information please contact Ms Starns, PA to the Headteacher via email: mstarns@mggs.org.

General Information

Please refer carefully to the information you have been provided for this post. Please ensure you complete **ALL** sections of the application form.

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our website <https://www.mggs.org/key-information/policies-public-notice/>

MGGS is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGGS will follow relevant guidance in [Keeping Children Safe in Education](#) (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#).

About Us

Welcome to our forward-thinking community with a tradition of excellence

Maidstone Grammar School for Girls, or 'MGGS', as it is more often known, has a strong community spirit which is underpinned by our belief that the happiness of all our students is key to enabling them to succeed. We have been providing an academic education for girls (and boys in the Sixth Form) from the town of Maidstone and its surrounding area for over 135 years.

MGGS is a very special place. Our students love learning; they are talented, compassionate and inquiring young people who have a deep sense of belonging and commitment to their school.

Maidstone Grammar School for Girls was rated as Outstanding in the last Ofsted inspection which was carried out in March 2023.

"The ambition for pupils at Maidstone Girls Grammar School (MGGS) is limitless. Pupils, from Years 7 to 13, aspire to be the very best they can be. They value the dedicated support from staff as they determinedly pursue different career ambitions."

"Excellence sits at the very heart of the school's meticulous curriculum. Staff use their detailed subject expertise to diligently identify the most important knowledge pupils need to learn. Pupils keenly master different skills, whether this be solving complex problems in mathematics or using their creativity in English, art, and design and technology."

Our academic curriculum at MGGS provides students with outstanding examination results year on year. *"I love being part of the MGGS community. From day one I felt welcomed into something special. There are so many opportunities for me to try new things and take part in activities that I enjoy. I really feel that my happiness is as important to the school as my academic success."* Year 7 Student

MGGS is a Leading Light school, using G Suite for Education, and we have been acknowledged by Google UK as one of the most advanced schools for its integrated use to promote student learning. Other notable awards include the British Council's prestigious International School Award in recognition of our work in bringing the world into the classroom. Furthermore, we have been successfully reassessed and have maintained our Quality in Careers Standard, the national quality award for careers education, information, advice and guidance (CEIAG).

We are widely recognised for our broad and balanced curriculum (all students study two languages at Key Stage 3), and our tradition of academic excellence, together with the many enriching extra-curricular activities we provide for students. We believe that our Curriculum and Sixth Form Extra enrichment programmes are vital to building self-confidence, resilience, and leadership skills in all of our students. We nurture individuality and scholarship to ensure that our young people will go on to take leading roles in society and become happy and fulfilled adults.

Our Results

GCSE and A Level Exam Results 2025

We are very proud of our students; not only are their academic standards high, but they also develop as confident, articulate individuals ready to take full advantage of opportunities as they arise.

We are pleased to report our summer results for 2025 that re-enforce Ofsted's quote, "The ambition for pupils at Maidstone Girls Grammar School (MGGS) is limitless."



Summer 2025 has seen our Year 11 and 13 students achieve some fantastic results, which is a result of their hard work and resilience especially over the last two years. Students have demonstrated their commitment to their education. I am so pleased for each and every student's personal achievement and delighted with the overall achievement of the year groups.

We see a continued trend of results, enabling students to pursue their individual goals. For Year 11 we are very proud of all of their individual achievements and look forward to the next stage of their education at MGGS Sixth Form. For Year 13 they go on to pursue a wide range of pathways, including university study, apprenticeships and employment.

The Benefits of Working at MGGS

Maidstone Grammar School for Girls is located on a 16 acre site surrounded by attractive open grassed areas and woodland. We are within easy walking distance from the centre of Maidstone and served by two nearby mainline rail links and convenient access to the M20 and M2 motorways.

Maidstone Grammar School for Girls is a very successful selective girls' school of 1,270 students with a mixed sixth form of approximately 360. Ofsted judged us to be outstanding and our examination results reflect this. We are a happy, thriving community, with a long standing tradition of excellence in all that we do. We have been an Advanced Thinking School since 2015. The post offers the opportunity to work with intellectually able young people in a supportive and friendly environment. Staff benefits include strong support for professional development and Benenden Healthcare Scheme.

At MGGS, there is something for everyone. We offer a comprehensive and competitive range of benefits, to suit all circumstances.

- A great work-life balance - We offer a variety of working patterns, such as part-time, job-share, term-time hours, and career breaks to get a work-life balance that's right for you.
- Personal Development
 - Tailored personal development plans - We are committed to developing you as an individual. You will have a unique Personal Development Plan tailored to you, which focuses on developing your skills.
 - CPD days and a range of workshops delivered through twilight
 - Performance development opportunities
 - Relevant external CPD training courses
 - Easy-to-access training - We have a range of training opportunities to suit your learning style, including face-to-face and eLearning courses as well as professional qualifications
 - Other great opportunities - There are also coaching and mentoring and volunteering opportunities.
- Support
 - A thorough induction - You'll get a comprehensive induction to MGGS when you join us
 - Statutory sick pay
 - Access to individual coaching to support you in achieving your career aspirations at MGGS
 - Support Line - a free confidential service that offers up to 7 counselling sessions a year
 - An inclusive and supportive work environment that enables everyone to do their job to the best of their ability. We also make workplace adjustments where necessary for health reasons.
- Free Benenden Healthcare (available for permanent staff only):
 - Benenden Health aims to make private healthcare accessible to all. MGGS pays the costs of this however, it is a taxable benefit. Full information via <https://www.benenden.co.uk/health/healthcare/>
- Kent Adult Education - 10% discount on most Kent Adult Education courses.
- Kent Rewards:
 - Kent Rewards is the home of employee benefits, including staff in MGGS. The range of benefits may surprise you...
 - Shopping Discounts - with so many great local businesses in Kent, through Kent Rewards there are fantastic deals and discounts:

- Discounts on train tickets, ferries and coaches, savings on holidays and flights
 - Cashback when booking experience days with Groupon, Living Social, Wowcher and many more
 - Saving on your utilities.
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- Free On-Site Parking
 - Free break-time coffee/tea
 - School Trips
 - Staff Well-being Committee
 - Staff social events and activities

