



Maidstone Grammar School for Girls

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SEND & Medical Needs Co-ordinator (Part-Time, 1 Day a Week)

Hours: Mondays 8.30am – 4.00pm, 7 hours per week (term time plus 1 directed day)

Salary: Kent Salaries KSE £4,593 per annum

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.

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.

The postholder is required to work for 39 weeks per year and will receive a payment in respect of their pro rata entitlement to Annual Leave appropriate to their grade, Bank Holidays and the KCC concessionary day which is included in the salary above.

Application forms and full details can be found on our [Vacancies page on our website](#). Applicants should complete the application form and email it to [Ms Starns](#), PA to the Headteacher. Applicants are strongly encouraged to also complete our [Equal Opportunities & Recruitment Monitoring Form](#). References will be requested prior to interview.

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.

Closing Date: 8am on 28th January 2026

Interviews: 3rd February 2026

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.

For more information please see our [Safeguarding Policy](#).

The post is exempt from section 4 (2) of the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (2013 and 2020)). It is not, therefore, in any way contrary to the Act to reveal any information concerning convictions which would otherwise be considered as “spent” in relation to the applicant’s suitability for employment. Any such information will be kept in strict confidence and only used in consideration of the suitability of the applicant for such a position where such an exemption is appropriate.

A forward-thinking community with a tradition of excellence

