



Maidstone Grammar School *for Girls*



SEND & Medical Needs Co-ordinator

Salary	Kent Salaries KSE £4,593 per annum.
Hours	Mondays 8.30am – 4.00pm, 7 hours per week (term time plus 1 directed day).
Commitment	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.

We are seeking a SEND & Medical Needs Co-ordinator to:

- co-ordinate appropriate provision for all students with additional educational needs
- liaise with and attend meetings with colleagues, parents/carers and outside agencies
- support 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.

Job Description

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.

<ul style="list-style-type: none"> ● To act as a school first aider.
<ul style="list-style-type: none"> ● 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.
<ul style="list-style-type: none"> ● Undertake appropriate training and professional development, as required by the school and in consultation with the line manager and Headteacher.
<ul style="list-style-type: none"> ● 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 <ul style="list-style-type: none"> ● 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](#). 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.

Important Dates

Closing date for applications: 8am on 28th January 2026
Interview date: 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](#).

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](#).

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](#).