



Maidstone Grammar School  
*for Girls*

*Non sibi sed omnibus*

## SEND & Medical Needs Co-ordinator

Required for January 2025

36 hours per week term time plus 1 week

8.30am-4.00pm 3 days per week and 8.30am-4.30pm 2 days per week

Kent Scheme Salaries 7 - which equates to

£22,387 - £24,359 per annum

We are seeking an enthusiastic, dynamic and innovative colleague to join our team of committed professionals. This post is working with students to ensure they receive support for both medical and SEND needs. The successful candidate will be able to co-ordinate appropriate provision for all students with EHCPs, additional educational needs and liaise with and attend meetings with colleagues, parents/carers and outside agencies for students within allocated year groups. The role also includes supporting the provision for students with ongoing medical needs and other students who need additional support.

The SEND team comprises a SENCO who oversees SEND provision for all students, supported by two SEND & Medical Needs Co-ordinators and one Teaching Assistant.

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.

Maidstone Grammar School for Girls is a very successful selective girls' school of 1270 students with a mixed sixth form of approximately 360. MGGS has been appointed by the Department for Education as a Regional Computer Hub in recognition of the expertise the school has evidenced in Computing Education and will take a lead in training teachers across the south east in the delivery of Computing. 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 healthcare scheme.

***“Maidstone Grammar School for Girls is an outstanding school” (Ofsted March 2023)***

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](mailto: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](mailto:mstarns@mggs.org)

Please note that pre-interview visits are not available, however, full information including a virtual tour can be found on our website <https://www.mggs.org/>

Full details and an application pack are available from the school's website <https://www.mggs.org/joining-us/join-our-team/vacancies/>

**Applications 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.**

**Closing Date: 8am on 6th January 2025**

**Interviews: 9th January 2025**

***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 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*