Abbey Court School
'We grow people' ©

EHCP Co-ordinator

Abbey Court School is currently looking for an EHCP Co-ordinator to join our growing school. We are the only school of its kind in the Medway area, catering for pupils aged 3–19 with Severe Learning Difficulties (SLD) and Profound and Multiple Learning Disabilities (PMLD).
This is an excellent opportunity for the successful candidate to gain experience and develop career progression.

Requirements:
- a good level of education, with GCSEs Grade 4 or above in Maths and English;
- experience of using Microsoft Office (particularly Word, Excel and OneDrive);
- knowledge of school office work and SIMS database desirable;
- excellent organisational skills and attention to detail;
- Be able to work to a consistently high standard in a fast-paced, supportive environment.

Benefits:

- 4-times Ofsted "Outstanding"-rated school, purpose-built for our pupils' needs.
- Comprehensive induction, regular training, and continual personal development.
- 100% of staff surveyed reported feeling motivated in their role.
- KCC Pension Scheme, Staff Support Services, and free on-site car parking.

Location: Cliffe Road and Rede Court Road, Strood, Medway.
Salary: Medway Scale, Grade D2 | £19,599 - £21,901 per annum *(FTE £26,016 - £29,071).*
Hours: 37 hours per week (8:00 to 4:00 or 9:00 to 5:00 as directed by the Office Manager), Term-Time Only + 5 staff development days.

We are fully committed to safeguarding and protecting the children at Abbey Court School

All appointments are subject to a rigorous safer recruitment process. This includes an enhanced criminal record check via the Disclosure and Barring Service (DBS), a children's barred list check, checks against the Childcare Disqualification Regulations, scrutiny of employment history, robust referencing, and qualifications verification.

This post involves regulated activity with children. It is an offence to apply for this role if you are barred from engaging in regulated activity with children.

An online search will be conducted as part of our due diligence on all shortlisted candidates. This search is intended to identify any incidents or issues that have occurred and are publicly available online, which the school may want to explore with the applicant at interview.

On joining, you will be required to undergo continuous safeguarding and professional development training to maintain safe working practices across the school.

How to apply:

- Online, via ukteach.com.
- Or visit www.abbeycourt.medway.sch.uk/News/Recruitment to download a 'Non-Teaching Application Form'.
- Email your completed application form to recruitment@abbeycourt.medway.sch.uk
- *Please note that CVs will not be accepted.*

Closing date: Friday 20th November 2026
Interview date: Thursday 26th November 2026

GOLD SCHOOL MENTAL HEALTH AWARD 2025-28

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