St Dunstan's College

WELLNESS CENTRE ADMINISTRATOR

JOB DESCRIPTION & PERSON SPECIFICATION

Applications Close: 0900 Wednesday, 2 December 2026
Longlist Interviews: Monday 7 and Tuesday 8 December 2026
Shortlist Interviews: Thursday, 10 December 2026
Start Date: ASAP

WELLNESS CENTRE ADMINISTRATOR

JOB OVERVIEW

Job Title: Wellness Centre Administrator

Department: Wellness Centre Team

Employment Type: Permanent, Full-time 37.5 hours, Term-time plus 4 weeks

Salary: S2 £25,260 (FTE £28,932) per annum September 2026 pay scale

Start Date: ASAP

Responsible to: Lead Pastoral Administrator

Purpose of the Role: The successful candidate will form part of the Wellness Centre team, which includes medical services, counselling and SEND support, serving both Junior and Senior School pupils. The post-holder will work closely with the rest of the pastoral and inclusion administrative team and act as the first point of contact for parents, pupils and staff in the Wellness Centre building.

WELLNESS CENTRE ADMINISTRATOR

JOB DESCRIPTON

- Registering pupils in the Wellness Centre to maintain accurate logs of attendance, including ensuring quick responses to register alerts, if pupils are in the Wellness Centre.
- Manage and maintain accurate medical tracking systems, records and logs, and ensuring information is recorded promptly and confidentially.
- Managing the Wellness Centre e-mail account and actioning requests accordingly.
- Working closely with the Wellness Centre team, including managing calendars, to ensure a high-quality service for pupils.
- Primary contact for parent and pupil enquiries, selecting the most appropriate communication channel to resolve enquiries promptly and directing enquiries to colleagues as required.
- Ensure all medical records are up-to-date on iSAMS following receipt of annual medical questionnaires, including updates from existing families.
- Oversee the process of annual IHCP reviews, scheduling meetings with the college nurse and ensuring updates are all accurately recorded.
- Ensure essential pupil medical information is shared with all Senior and Junior School staff, including the catering team to ensure allergies are catered for.
- Support the College Nurse in liaising with NHS England regarding scheduled immunisations and oversee the logistics associated with their visits.
- Ensure that proper provision is made for any child in the College who presents as unwell or injured, including contact with parents/guardians and teaching staff.
- Complying with policies and procedure relating to child protection, health and safety, welfare, security, confidentiality, and data protection - reporting any concerns to the appropriate person.
- Participate in the staff appraisal process
- Attend all staff INSET days, staff meetings and school events as required
- Undertake any other administrative duties appropriate to the grading of the post as required and/or directed by the Lead Pastoral Administrator.

WELLNESS CENTRE ADMINISTRATOR

PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
GCSE level (or equivalent) including English and Maths	X	
Experience of working in a busy, fast-paced environment	X	
Advanced level use of all the Microsoft 365 packages	X	
Experience of managing a range of enquiries and the ability to liaise with a wide range of stakeholders in an assured manner, demonstrating professionalism, discretion, confidentiality and integrity	X	
Experienced using databases, such as iSAMS with the ability to enter information accurately and extract for reporting purposes		X
Experience of working in a school setting		X
Excellent literacy / numeracy skills	X	
Excellent IT skills, including experience of using Microsoft Word, Excel and PowerPoint to an advanced level.	X	
High levels of accuracy with close attention to detail	X	
Willingness to learn new systems as necessary	X	
A flexible approach and a willingness to respond to changing priorities	X	
Previous experience of working in a busy and fast passed office environment. Confident in providing reception cover, answering the phones and multitasking.	X	
A genuine commitment to safeguarding children and young people	X	

St Dunstan's
EDUCATION GROUP

St Dunstan's College is proud to be part of St Dunstan's Education Group, bringing together likeminded schools in the delivery of a modern, pioneering education enriched through the diversity of a south-east London heritage and setting.



St Dunstan's College, Catford



St Christopher's The Hall, Beckenham



Rosemead Prep, Dulwich



West Lodge School, Sidcup