



St Dunstan's
— College —

WELLNESS CENTRE ADMINISTRATOR
at
St Dunstan's College
Senior School

JOB DESCRIPTION & PERSON SPECIFICATION

Applications Close: 8th May
Shortlist Interviews: w/c 11th May
Start Date: September 2026

WELLNESS CENTRE ADMINISTRATOR

JOB OVERVIEW

Job Title: Wellness Centre Administrator

Department: Wellness Centre team

Employment Type: Permanent Term-time + 4 weeks

Salary Range : £24,703.20 – £27,987 (FTE £28,089 -£31,82)

Start Date: September 2026

Responsible to: 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 DESCRIPTION

- Primary contact for parent and pupil enquiries, selecting the most appropriate communication channel to resolve enquiries promptly and directing enquiries to colleagues as required.
- Managing the Wellness Centre e-mail account and actioning requests accordingly.
- Working closely with other members of the Wellness Centre team to ensure a high-quality service for pupils.
- Providing administrative support where required to wellness centre departments, such as counselling and medical teams.
- Ensuring up to date registers for pupils at the Wellness Centre.
- Responding quickly to register alerts, if pupils are located at the Wellness Centre.
- Overseeing pupil sign in and out from the Wellness Centre to maintain accurate logs of attendance.
- Any other administrative tasks as directed by the Pastoral Administrator.
- 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.
- Attend all staff INSET days, staff meetings and school events as required
- Participate in the staff appraisal process
- Ensure that proper provision is made for any child in the College who presents as unwell or injured, including appropriate assessment and first aid as required and contact with parents/guardians and teaching staff
- Support the College Nurse in liaising with NHS England regarding scheduled immunisations and oversee the logistics associated with their visits.
- Ensure all medical records are up-to-date on iSAMS following receipt of annual medical questionnaires.
- Oversee the process of annual IHCP reviews, scheduling meetings with the college nurse and ensuring updates are all accurately recorded.
- Oversee the process of collecting annual medical updates from existing families.
- Ensure essential pupil medical information is shared with all Senior and Junior School staff.
- Undertake any other administrative duties appropriate to the grading of the post as required.

WELLNESS CENTRE ADMINISTRATOR

PERSON SPECIFICATION

THE FOLLOWING EXPERIENCE AND SKILLS ARE ESSENTIAL/DESIRABLE:	ESSENTIAL	DESIRABLE
GCSE level (or equivalent) including English and Maths	X	
A recognised vocational / Business and Administration qualification		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	
A commitment to first class customer service	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 an office environment including answering phones, providing a reception service and multitasking	X	
A genuine commitment to safeguarding children and young people	X	



St Dunstan's Education Group brings 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



St Dunstan's Junior School, Catford