



Ascham School



Health and Wellbeing Support Officer (Holmwood) Position Description

Health and Wellbeing Support Officer (Holmwood)

Departments: Health Centre and Wellbeing Centre

Reports to: Head of Nursing Services and Head of Wellbeing

Ascham is Australia's only Dalton School—a leading academic, non-denominational girls' day and boarding school (Prep–12) in Sydney. Since 1886, our approach has placed the individual girl at the centre, developing independence, confidence and a strong sense of purpose. Ascham graduates leave ready to lead, with the curiosity, capability and character to shape their world.

We value staff who demonstrate a positive, proactive approach to their work and have a willingness to participate in the life of the School. We look for energetic, dedicated and capable staff who are full of ideas; embrace a fast-paced environment; and demonstrate initiative, empathy and professionalism to help the School achieve its strategic objectives.

Job Description

Ascham has a dedicated Health Centre and Wellness Centre which are both located in Holmwood House. The Health and Wellbeing Support Officer works with Holmwood House staff to keep our P-12 students and staff safe, healthy and supported during the school day.

This role supports the planning, coordination and delivery of health and wellbeing programs and operational activities across Prep to Year 12. It provides wellbeing administrative assistance, including scheduling, communication, and event coordination, while supporting the development and distribution of wellbeing resources. Working closely with the health and wellbeing team, the role contributes to the smooth provision of health care for students and staff; and supports delivery of key initiatives that help foster a positive, inclusive school culture, while maintaining confidentiality in all health and wellbeing-related matters.

The Health and Wellbeing Support Officer works during Ascham School term times only (38 weeks per annum).

Core Job Role Accountabilities

Health Centre

- Assist school nurses with the daily operations of the Health Centre as well as with the health needs of students and staff.
- Arrange external medical appointments for boarding students in consultation with nursing staff.
- Accompany boarding students to external medical, dental and allied health appointments within the Sydney metro area as required.
- Deliver and collect boarding student medications from local pharmacies (as required).
- Provide administrative support (e.g. answer telephones; monitor, order, collect and maintain equipment, stock and supplies; make appointments; maintain records; coordinate correspondence).
- Monitor, stock and order supplies for school first aid kits (and other medical supplies) under the direction of the Head of Nursing Services.
- Support the development of health centre resources under the guidance of the health centre team.
- Participate in school activities such as excursions, sporting events and camps as required.
- Assist in the coordination, planning and participation of health education and health promotion activities.

Wellbeing Centre

- Provide administrative support for the planning, coordination and evaluation of wellbeing programs for students from Prep to Year 12.
- Assist in scheduling meetings, managing calendars and coordinating correspondence with internal and external stakeholders.
- Support the logistics of key wellbeing events such as Staff and Student *Vi et Animo* Days, National Week of Action Against Bullying, RUOK Day, Harmony Week, Orientation and Transition Programs.
- Support the creation of wellbeing resources under the guidance of the wellbeing team.
- Assist with the distribution of wellbeing resources and communications to students, staff and parents.
- Coordinate feedback collection and assist in the evaluation of wellbeing initiatives to inform future planning.

Mandatory requirements

- Ability to be collaborative, team-orientated and build positive working relationships with staff, students and parents
- Exceptional interpersonal skills; and commitment to positive relationships and professional communication with all stakeholders.
- Ability to escalate parent, teacher, boarding staff and student concerns to health and wellbeing staff in a timely and professional manner.
- Ability to maintain confidentiality and sensitivity when handling student and staff health and wellbeing information, records, and communications.
- Ability to act in a professional manner and prioritise student safety and wellbeing.
- Ability to be flexible, adaptable and resilient in handling changing priorities.
- A strong work ethic, including punctuality, reliability and dedication to fulfilling responsibilities.
- Willingness to contribute to a positive school culture by supporting inclusive and proactive health and wellbeing practices across the school community.
- Ability to use basic computer applications (email, word processing, electronic record systems) and learn new digital tools as required.
- Current certificates in First Aid, Basic Life Support, Mental Health First Aid (or willingness to obtain), and Working with Children Clearance (WWCC).
- Other duties as directed by the Head of Nursing Services and the Head of Wellbeing.

Acknowledgment

I have reviewed this position description and understand the duties and responsibilities of the role.

Name	
Signature	
Date	