



Position Description

POSITION TITLE:	Director of Health Care Services
REPORTS TO:	Deputy Principal - Head of Senior School
RESPONSIBLE TO:	Principal
DATE:	2026

Guiding Principles:

Ravenswood is a Uniting Church School and all employees must be willing to work within, and support the Ethos of the Uniting Church. The *Ravenswood Guiding Principles of Excellence, Respect, Courage, Compassion and Optimism* help guide the behaviours and relationships within the workplace and form the basis of workplace performance expectations.

Ravenswood's Vision and Mission:

Our vision at Ravenswood is to ignite within our girls a passion for excellence, empowered by grit and resilience; so that they fulfil their potential, flourish and lead meaningful lives. Since 1901, Ravenswood has embraced a strong tradition of educational excellence – developing young women of purpose who are empowered and inspired by the highest quality of teaching and learning experiences. Ravenswood is the first school in New South Wales to adopt a Visible Wellbeing approach in the field of Positive Education. We are committed to helping staff and students establish optimistic habits of the mind that are helpful in propelling them forward in learning and development, promoting wellbeing and resilience within an educational setting.

Our mission at Ravenswood is dedicated to excellence in education for girls and the realisation of each child's potential, providing a balanced curriculum encompassing spiritual, academic, cultural, physical and practical areas of learning.

Position Purpose:

The Director of Health Care Services is responsible for providing strategic leadership, clinical governance, and operational management of the School's Health Centre. The role leads the delivery of high-quality health services, supports and develops the nursing team, ensures compliance with professional and regulatory standards, and promotes the health, safety, and wellbeing of students and the wider School community. Through strong leadership and continuous improvement, the Director ensures the Health Centre aligns with the School's strategic priorities and commitment to excellence in student care.

Primary Role Objectives

- Lead and manage the Health Centre, ensuring the provision of safe, effective, and student-centred health care services.
- Provide strategic direction, professional leadership, mentoring, and support to nursing and health services staff.



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- Establish and maintain clinical governance frameworks, policies, procedures, and standards in line with legislative and professional requirements.
- Oversee the provision of first aid, health care services, and access to appropriate medical support for students and the wider school community.
- Provide leadership and coordinate care during medical emergencies and critical incidents on campus.
- Ensure appropriate health support, risk management, and clinical coverage for school camps, sporting carnivals, excursions, and other school events, where appropriate.
- In conjunction with student absences, monitor attendance patterns to the Health Centre and work with the wider Wellbeing Team on emerging challenges
- Promote and protect the health, safety, and wellbeing of students through evidence-based practices, preventative health initiatives, and wellbeing programs.
- A commitment to student wellbeing, and interest in developing skills and expertise in this area
- Develop and maintain effective partnerships with parents and carers, staff, external health practitioners, and relevant agencies, regarding student health and wellbeing.
- Oversee the management and integrity of student health records, medical condition action plans, and confidential health information.
- Ensure the safe management, storage, administration, and monitoring of student medications, in accordance with regulatory requirements and School policy.
- Oversee inventory management, procurement, and control of medical supplies, equipment, and medications.
- Provide health leadership and support to the Boarding community, working collaboratively with the Deputy Principal – Head of Senior School and the Director of Boarding to ensure student health needs are appropriately managed.
- Facilitate referrals and engagement with external medical and allied health professionals, where appropriate.
- Develop, coordinate and deliver health education and staff training programs, including areas such as Asthma, Anaphylaxis, Diabetes, First Aid, CPR, Medication Administration, and other health-related matters.
- Lead and coordinate School-based vaccination programs, including liaison with public health providers, communication with parents and students,



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management of consent processes, and oversight of clinic delivery and follow-up requirements.

- Monitor emerging health trends, legislative changes, and best practice developments to ensure continuous improvement of Health Centre services.
- Contribute to the School's strategic planning and wellbeing objectives, ensuring health services align with the School's philosophy, values, and long-term priorities.
- Manage budgets, resource allocation, workforce planning, and service improvement initiatives within the Health Centre.
- Prepare reports and provide advice to the Senior Leadership Team on health, wellbeing, risk management, and clinical governance matters.

Key Skills & Competencies:

The successful candidate will demonstrate strong knowledge, understanding and skills in:

- Primary health care, Paediatric and/or adolescent health
- Strong leadership and management
- Working collaboratively as a member of a team
- The use of technology, including Microsoft Office
- Written and verbal communication Organisation, administration and recording keeping
- Self-management
- Interpersonal and communication skills
- Workplace Health and Safety and risk management practices
- infection control practices

Qualifications:

- A Registered Nurse with Nursing and Midwifery Board of Australia
- Current Advanced CPR certificate (or equivalent)
- Current NSW Working With Children Check
- Current Driver's Licence
- Membership of School Nurses' Association, New South Wales (desirable)
- Membership of NSW Nurses Association (desirable)

Key Competencies:

- Ability to work as part of a team to ensure students across the campus have the best possible experience at school
- Flexible, energetic and visionary in approach to the management of students
- The ability to act as a mentor and provide a positive role model to students
- A commitment to student wellbeing, and interest in developing skills and expertise in this area



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Work Health & Safety:

All employees must:

- take reasonable care of their own and others' safety during the performance of their work; and
- cooperate with Ravenswood initiatives to fulfil legal obligations and improve safety.

Concluding Remarks:

This position description is intended to give an indication of the scope and nature of work that an employee at this level may be expected to perform. However, the statement does not restrict the employer's right to require the employee to perform any task that is within the employee's competency and skill which is reasonably incidental to or associated with the position held.

Ravenswood School for Girls is dedicated to maintaining a child safe environment and is committed to the safety, welfare and wellbeing of children.

Acceptance:

I have read and accepted the position of Director of Health Care Services and the terms of the position as described in the Position Description set out above.

Signed: _____

Date: _____