

Health Coordinator

Part Time (30 hours)

Experience a typical Monday at our school as you step in early in the morning. The tranquility surrounds you as students have yet to arrive. In your office, you kickstart your day by crafting your weekly plan. As you immerse yourself in your tasks, a few students enter seeking assistance – one in need of a new hat for outdoor play, another arriving unwell by school bus. Your compassionate care extends to attending to the unwell child and coordinating with a colleague to fulfill the hat request. Throughout the day, students approach you and your dedicated business team, with various queries and requirements.

Are you a dynamic and enthusiastic individual who thrives in a diverse, hands-on setting? Do you possess the proactive ability to write needed health protocols and assist during school's sports day as a first aid officer? Do you like to help out team members and be able to take over the front desk if needed? If so, this position could be the perfect match for your skills and passion.

The role

As the Health Coordinator, you will play a crucial role in providing medical support and ensuring a safe, healthy environment for students, teachers, staff, and visitors at our school. This position encompasses health-related responsibilities, including safety concerns, allergy and disease control, medical records and maintenance, first aid, and emergency procedures.

Your responsibilities

In your role, you provide first aid to students and staff and to be able to do so, you ensure first aid materials are present and conduct regular stock checks. For students in need of special medication, you administer medication during school hours. Your responsibilities are:

- Provide first aid to students and staff.
- Maintain a complete and up-to-date inventory of first aid supplies, including regular checks for stock levels and expiry dates.
- Administer medication during school hours.
- Contact parents about incidents and other medical issues during school hours and, if needed, at after-school events.
- Record and draft reports for cases of illness, accidents, and incidents within School.
- When needed, update, in collaboration with parents through consent forms, of the medical condition and/or dietary restrictions of students.

- Establish and update medical action plans for students with medical conditions (e.g. with diabetes, epilepsy, allergies, etc.) and make sure that all concerned parties (teachers, management team, colleagues admin staff, etc) are informed, and trained if needed.
- Organise first aid training for staff.
- Attend seminars and trainings to stay abreast of health changing rules, guidelines and regulations applicable to the School, when and if needed.
- Prepare and implement applicable health protocols as per government guidelines/legislation when and if needed (such as during a pandemic).
- Take appropriate action when an infectious disease is detected in School and if needed, report it to the specific Singaporean authorities.
- Keep health protocols up to date.
- Act as an "accidental counsellor", a first contact point, to provide emotional and behavioural support to students in distress and refer these to the appropriate professional(s).
- In the morning, perform an overview of students that are absent.
- Support the Business Team on an ad hoc basis.

You have:

- Minimum Bachelor's degree and a relevant medical qualification (e.g., nursing, medicine).
- Certified in CPR and/or AED training.
- Excellent communication skills in English (written & spoken); proficiency in Dutch is a plus.
- Ability to deliver high-quality, timely nursing care.
- Positive work attitude and initiative.
- Ability to work independently with minimal supervision.
- Affinity with administrative processes.

We offer you:

An employment contract starting on January 5th 2026 until June 30rd, 2026, with the possibility of renewal. Currently, the position entails a commitment of 30 hours per week spread across 5 working days.

Next to the monthly salary based on a 30-hours workweek, you will receive a monthly transport allowance and approximately 65 holidays (excluding public holidays) per school year, following the school holiday schedule. We also offer a health insurance package as well as a bonus payment.

Application process

Candidates who believe they meet the requirements may send their application to the attention of Micky van Waesberge, to recruitment@hollandinternationalschool.sg.

The application must include:

- Cover letter
- Curriculum Vitae
- Two referees with contact details. These will be contacted after the first round of interviews (After the first round of interviews shortlisted candidates will undergo full reference checks, including confirmation from current or previous employers of their leadership performance, conduct, and safeguarding suitability)

Shortlisted candidates will be invited for an interview at our school or via Zoom.

Holland international school upholds integrity in recruitment. Providing false information may lead to withdrawal of an offer, dismissal, or referral to relevant authorities.