



*Where young
people are*
**known,
valued &
treasured**

School Nurse Application Pack

Co-educational Independent Catholic Day School for ages 4-18 in St Albans





Welcome to St Columba's College

St Columba's College is located 25 miles from Central London in the cathedral city of St Albans in Hertfordshire. The College is a thriving 4-18 independent co-educational day school, comprising a Prep School of approximately 200 pupils and a Senior School of 600 students, of whom 160 are in the Sixth Form.

St Columba's is an academic and aspirational school devoted to academic excellence and the holistic development of each individual child. It was established in 1955 by the Brothers of the Sacred Heart and is a Roman Catholic foundation based on the educational philosophy developed by its founder, Father André Coindre: to ensure a provision of education rooted in religious values, structured through friendly discipline, nurtured by personal attention, and committed to academic excellence. We are an integral part of a dynamic group of 12 schools located primarily across the United States.

High Quality Medical Care

Professional Medical Support: Our qualified nursing team provides private and discreet care in the dedicated Medical Room, ensuring pupils feel supported at all times. Individual Care Plans are developed for those with specific health needs.

Seamless Coordination: Our nurses work closely with the pastoral team to support pupils during challenging times and transitions. Vaccination programmes and additional health services are delivered in collaboration with the Hertfordshire Community NHS Trust.

School Nurse

We are looking to appoint an experienced and appropriately qualified registered Nurse to support the medical provision for our students aged 4-18.

The School Nurse will work as part of the College Nursing team, on a one-year fixed term contract to cover a period of maternity leave. This position is Monday to Friday, term time only plus 3 days to be worked during the school holidays, 5 Inset days and Open Day (180 working days). The hours will be a minimum of 25 up to 35 hours per week. Band 5 salary plus a range of benefits including free lunches and refreshments, contributory pension scheme, free annual flu vaccination, eye care vouchers, use of the Fitness Suite and free car parking on site.

JOB DESCRIPTION

Job Title: School Nurse (Maternity Cover)

Reporting to: Lead School Nurse

Overall Purpose:

The Nurse is part of an essential team which provides a clinically effective, high-quality service of nursing and first aid care to students aged 4-18 years and all members of the College community.

Frequent Working Contact With:

Assistant Head - Student & Staff Wellbeing, Heads of Houses, SENDCo (Prep and Senior Schools), Deputy Head (Prep and Senior), Bursar, PE Department, sports coaches, students (4-18), parents and School Office teams.

Main Duties & Key Responsibilities:

Nursing

To provide a high standard of service within NMC guidelines to students, members of staff and any visitors while on the site

- confident working autonomously, providing expert advice and demonstrating excellence in clinical practice
- provide first aid and emergency care to students and staff as necessary – this includes maintaining stock of all first aid kits
- assist in ensuring care plans are developed and written for students requiring them in liaison with students and parents
- provide confidential counselling and health advice service as appropriate
- carry out child and adolescent surveillance programmes in conjunction with the Lead Nurse
- follow good practice and specific directives on immunisation procedures relevant to the school population and individuals
- operate procedures for control of infectious diseases
- follow procedures for the safe disposal of clinical waste
- contribute to discussions on service, policy development and provide comments on proposals as required
- be aware of recommended safe storage, usage and disposal of medical supplies and drugs
- maintain medical room stock, hygiene and tidiness
- attend open days, new parents' evenings and other significant events as required over the campus e.g. immunisation days
- attend sports days over the whole campus, and extra-curricular activities on/off site when requested

Health Education

This will include to:

- promote health education throughout the College
- take part in health education programmes supporting teaching staff as appropriate
- keep up to date with current health promotion initiatives

Administrative

- support the Lead Nurse in obtaining all medical related admissions data from the Registrar for new students by entering onto SIMS as required ensuring compliance with the College's policy on data protection.
- maintain medical records accurately, confidentially and safely
- to be aware of the requirements of GDPR 2019 and follow codes of practice to ensure safeguarding of confidential information
- keep nursing records to a high standard ensuring the accurate and rapid retrieval of information
- record dispensing of drugs following drug protocols
- work within codes of practice and professional guidelines
- maintain general office procedures

General Responsibilities

- Responsibilities carried by all staff in the College comply with the contract of employment.
- Follow College Safeguarding and Child Protection policies
- Play a full part in the life of the College community to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Any other work as reasonably requested by the Headmaster.

Physical & Working Environment

- Combination of sitting, standing and walking around the campus and onsite playing fields.

Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy at all times and to attend relevant safeguarding update training including off job and on line courses. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Designated Safeguarding Lead and record on CPOMS.

The Role

- One-year fixed term contract of employment.
- Term time only plus 3 days to be worked in the week preceding the start of the new academic year plus 5 Inset Days and Open Day (180 working days). Attendance at the annual Columban Fayre is also required.
- RCN Band 5 salary range based on experience and qualifications and paid pro rata for term time and part time working.
- Free lunches and refreshments.
- Contributory Pension Scheme to which the College contributes 6%.
- Free car parking on site.
- Use of the College Fitness Suite outside of school hours.
- Access to confidential 24-hour counselling helpline.
- Cycle to Work and Tech Schemes.
- Eye Care Vouchers.
- Free annual flu vaccination.
- Support with continuing professional development.

Working Time

The Medical Room is open between 8 am to 5.30 pm and the Nurses cover the hours between them. The minimum number of hours per week is 25 up to 35, Monday to Friday. Flexibility will be required to ensure that the requirements of the role are fulfilled. There will be several occasions where attendance is required outside normal school hours, including some weekend events and these will be notified well in advance.

It should be noted that a job description is non-contractual and is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the responsibility and seniority of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

PERSON SPECIFICATION

Knowledge/Qualifications

Essential

- Registered Nurse or RN (Child) with a valid nursing licence.

Desirable

- Diploma/Degree holder.

Experience

Essential

- Experience of working with children and young people .

Desirable

- Paediatric experience in a hospital or school community.

Personal Qualities

Essential

- Communication: strong communication and interpersonal skills to build relationships with pupils, families and staff.
- Sensitivity: listens well and understands other's needs. Deals sympathetically and compassionately with children, young people and families, demonstrating empathy and understanding in all interactions.
- Self-motivation: meets objectives on own initiative; committed to continuous self-development; willingness to attend appropriate ongoing training/updating.
- Teamwork: confident working on own initiative and be self-directed as well as working collaboratively.
- Technical skill: able to maintain confidentiality at all times and store all confidential information securely on MIS, Excel and Word documents, in line with Data Protection legislation.
- Physical: able to undertake all the physical requirements of the post and use equipment according to health and safety guidelines.
- Strong organisational skills to manage multiple priorities effectively.
- Able to respond quickly and appropriately to constantly changing situations amidst frequent interruptions and distractions.
- Current, full driving licence.

Work with us

St Columba's is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including reference checks with past employers and the Disclosure and Barring Service.

If you wish to discuss this vacancy further, please contact Jackie Metcalfe, Head of HR, at metcalfe.j@stcolumbascollege.org or on 01727 892095. To apply for this position, visit our website stcolumbascollege.org

Application Process

Closing date: Thursday, 26th February 2026

Interviews will be conducted shortly afterwards. Early applications are encouraged as we reserve the right to call suitable candidates to interview and to appoint prior to the closing date.



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St Columba's College is a Catholic Foundation of the Brothers of the Sacred Heart (US Province)