



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

# Mental Health 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.

### Mental Health 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 successful candidate will provide nursing care and support to our students, with a particular focus on mental health, ensuring the physical and emotional wellbeing of our young people while promoting regular school attendance.

The Mental Health 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 is a part-time position, 25 hours per week, 9.30 am to 2.30 pm, 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). 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:** **Mental Health School Nurse (Maternity Cover)**

**Reporting to:** Lead School Nurse, Assistant Head - Student and Staff Wellbeing

### **Overall Purpose:**

- Provide comprehensive nursing care and support to pupils with a particular focus on mental health, ensuring their physical and emotional wellbeing.
- Provide mental health promotion, prevention and early intervention approaches, carrying out health assessments to identify risk-taking behaviours and support children and young people to keep safe, including safety plans and working with families and young people.
- Contribute to care planning and ensure accurate and timely documentation in line with professional and school standards.
- Deliver evidence-based mental health assessments and interventions to children, young people and their families, across a range of age groups.
- Collaborate with education professionals, families and relevant services to promote early intervention and improve mental health outcomes.
- Contribute to the implementation of a whole College approach to mental health, by promoting emotional wellbeing, and participating in activities that build mental health literacy within the wider school community.

### **Frequent Working Contact With:**

School Nurses, School Counsellors, Heads of Department, SENDCo (Prep and Senior Schools) Heads of House, Deputy Head (Prep and Senior).

### **Main Duties & Key Responsibilities:**

- Conduct holistic mental and physical health assessments for pupils, identifying needs, contributing to care planning, and making appropriate referrals.
- Provide nursing support for part of the day, including the safe administration, monitoring, and documentation of prescribed medication in line with clinical guidance and College policies. Training will be provided where necessary.
- Support pupils experiencing emotional and mental health difficulties, including facilitating sensitive conversations with pupils and their families and promoting early identification and intervention.
- Work collaboratively with school staff, parents, and external agencies (e.g. CAMHS, GPs, and mental health support teams) to develop and implement care plans that enhance pupils' wellbeing and attendance.
- Provide pastoral support to pupils, offering a safe space for discussions around mental health and wellbeing, and supporting reasonable adjustments to improve engagement and attendance.
- Promote mental health awareness and understanding among pupils and staff, helping to reduce stigma and encourage early help-seeking.
- Monitor and review the effectiveness of health, mental health, and medical interventions, adapting support plans to meet individual pupil needs.
- Promote the needs of children and young people with emotional, mental, and health difficulties, acting as an advocate and supporting joined-up working across services.
- Establish and maintain strong working relationships with school staff and local health and care agencies to promote a whole-College approach to health and wellbeing.
- Maintain accurate, timely, and confidential clinical and wellbeing records, including assessments, medication records, intervention notes, and outcomes, in line with College policies and legal requirements.

- Contribute to team meetings, case discussions, and shared decision-making, supporting a collaborative, multidisciplinary approach to care.
- SEND and Additional Needs: Provide targeted mental health support for pupils with SEND-related needs.
- Escalate clinical, safeguarding, or operational concerns in a timely and appropriate manner, reporting to the Designated Safeguarding Leader in accordance with safeguarding 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.
- Based within the school setting, with a focus on supporting pupils during school hours.

### **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. 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

Hours are negotiable – ideally 25 hours per week, Monday to Friday, with core hours of work being 9.30 am to 2.30 pm inclusive of a lunch break. 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 with a valid nursing licence.
- Knowledge of child and adolescent mental health issues and appropriate interventions.

#### Desirable

- Diploma/Degree holder.

### Experience

#### Essential

- Experience in paediatric nursing with a focus on mental health.
- Experience of working with children and young people with mild to moderate mental health difficulties.
- Experience of working in multi-agency teams with multi-disciplinary colleagues.

#### Desirable

- Placement experience in a CAMHS setting or children's mental health experience in current role.
- Knowledge of local mental health resources and services.

### Personal Qualities

#### Essential

- Strong communication and interpersonal skills to build relationships with pupils, families, and staff.
- Able to work well within multi-agency teams and to demonstrate flexibility of approach.
- Able to work on own initiative and be self-directed.
- Deal sympathetically and compassionately with children, young people and families, demonstrating empathy and understanding in all interactions.
- Maintain confidentiality at all times and store all confidential information securely in line with Data Protection legislation.
- Strong organisational skills to manage multiple cases effectively.
- Flexibility to collaborate with external agencies and attend meetings as required.
- Able to manage exposure to potentially distressing or sensitive material, including written and verbal accounts of trauma or emotional difficulty, as part of routine work.
- 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](mailto:metcalfe.j@stcolumbascollege.org) or on 01727 892095. To apply for this position, visit our website [stcolumbascollege.org](http://stcolumbascollege.org)

### **Application Process**

Closing date: Thursday, 26<sup>th</sup> 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)