



*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

The Medical Centre team is an integral part of the St Columba's College pastoral provision, playing a key role in promoting the physical, emotional and psychological wellbeing of students aged 4-18. As part of a wider collaborative network including pastoral leaders, safeguarding staff, counsellors and First Aid trained colleagues, the team ensures that every young person is safe, supported and able to thrive.

The Medical Centre is open daily during term time from 8 am to 5.30 pm and is a welcoming hub offering responsive medical care and ongoing wellbeing support. This includes the assessment, treatment and monitoring of our students with health needs, the provision of first aid, and early intervention for those who may require emotional or psychological guidance.

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**Exemplary pastoral care + great teaching +  
emphasis on extracurricular = happy children  
reaching their potential.**

The Good Schools Guide

## **JOB DESCRIPTION**

**Job Title:** School Nurse  
**Reporting to:** Lead School Nurse

### **Overall Purpose:**

The School Nurse is part of an essential team and supports the Lead Nurse to provide compassionate and professional clinical expertise for the nursing care of students aged 4-18 years and staff members. It is a busy, varied and vital role within the whole College community.

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

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

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

#### **Clinical Practice and Medical Services**

Supporting the Lead School Nurse to:

- Provide a high standard of clinical care to students, staff and visitors in accordance with NMC standards, relevant legislation and College policies.
- Work autonomously and confidently, delivering expert clinical assessment, guidance and decision-making, and acting as a clinical role model within the setting.
- Deliver first aid and emergency care to students, ensuring appropriate onward care (return to lessons, parental collection or external medical services) and maintaining accurate, timely clinical records.
- Ensure the effective supply, maintenance and auditing of first aid equipment and kits across the campus and for all educational visits.
- Support staff leading educational visits by providing advice on individual students' medical needs, healthcare plans and medication.
- Provide first aid awareness and emergency procedure briefings to staff at the start of each academic year, including guidance on managing serious medical conditions.
- Organise and coordinate first aid training for staff, maintaining up-to-date records of qualifications in line with ISI requirements.
- Develop, implement and review of individual healthcare plans, working closely with students, parents and relevant professionals as directed by the Lead School Nurse.
- Offer confidential health advice and emotional support to students as appropriate within professional boundaries.
- Under the guidance of the Lead School Nurse, liaise with local public health teams to coordinate immunisation programmes and other public health initiatives, adhering to national guidance and school protocols.
- Implement procedures for the prevention and control of infectious diseases and outbreaks.
- Ensure compliance with procedures for the safe storage, administration, recording and disposal of medicines, including controlled drugs, in line with legislation and College policy.
- Maintain accurate, auditable records for controlled drugs, including receipt, administration, stock checks and disposal, and always ensure secure storage.
- As required and when directed by the Lead School Nurse, contribute to the writing, review and ongoing development of Medical Centre and College health policies and participate in service development discussions.

- Maintain high standards of clinical environment hygiene, stock control and organisation within the Medical Centre.
- Attend open days, new parent events, immunisation sessions and other significant College activities as required.
- Provide medical cover for sports days and selected extracurricular activities, both on and off site, when requested.

### **Health Education**

Supporting the Lead School Nurse, this role will involve:

- Promoting health education and wellbeing throughout the College community.
- Contributing to and supporting health education programmes, working collaboratively with teaching staff where appropriate.
- Delivering basic first aid education to students, appropriate to age and developmental stage, to develop confidence in responding to minor injuries and medical emergencies.
- Keeping up to date with current health promotion initiatives, guidance and evidence-based practice, and contributing relevant information to the wider school community.
- Supporting whole-school approaches to health, safeguarding and wellbeing through proactive education and awareness-raising.

### **Administration and Record Keeping**

Working with the Lead School Nurse to:

- Ensure effective information sharing, communication and clinical handover within the Medical Centre team.
- Communicate with parents as appropriate regarding student health matters, ensuring that all conversations and actions taken are accurately recorded.
- Obtain medical information for new students from the Admissions Department, inputting details onto the relevant database in accordance with college data protection policies and liaising with parents where further clarification is required.
- Liaise with relevant staff including Form Tutors, Heads of House, the School Counsellor, the Prep Deputy Head (Pastoral) and DSLs regarding matters arising from student care within the Medical Centre.
- Complete accident and incident reports as required, ensuring they are shared with appropriate staff in a timely manner.
- Maintain medical records accurately, confidentially and securely, ensuring a holistic and coordinated approach to student care.
- Ensure compliance with GDPR requirements and professional codes of practice to safeguard sensitive and confidential information.
- Keep nursing and administrative records to a high standard, enabling accurate, timely and efficient retrieval of information.
- Maintain robust systems for the ordering, storage, administration and disposal of medicines, including controlled drugs, in accordance with legislation, professional guidance and College policy.
- Maintain accurate, auditable records for controlled drugs, including receipt, administration, stock checks and disposal, and report any discrepancies in line with College procedures.
- As and when required, support the Lead School Nurse, to develop, implement and review medical policies, processes and procedures to ensure a consistently high standard of medical care is available for students.
- Work within professional codes of conduct, clinical governance arrangements and relevant guidelines.
- Maintain effective general office and administrative procedures to support the smooth running of the Medical Centre.

### **Pastoral Support**

- Build positive, trust-based relationships with pupils and advocate for their emotional, mental and physical wellbeing.
- Provide initial support to pupils with mental health or emotional wellbeing needs, escalating or referring appropriately.
- Assess and manage risk, escalating safeguarding and mental health concerns in line with College policy and attending safeguarding meetings as required.
- Support the Lead School Nurse in contributing to pastoral meetings, policy development and whole-school wellbeing initiatives.

### **General**

- Responsibilities carried by all staff in the College comply with the contract of employment.
- Follow College policies and procedures including 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.

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.

## The Role

- Term time only plus 3 days in the week preceding the start of the new academic year, 5 INSET days and Open Day (180 working days). Attendance is also required at the annual Columban Fayre. and a limited number of other key College events
- RCN Band 6 salary range based on experience and qualifications and paid pro rata for term time and part time working
- Fee remission for the children of permanent staff members
- Free lunches and refreshments
- Contributory pension scheme
- Use of the College gym facilities outside of School hours
- Access to a benefits hub including discounted gift cards, Cycle to Work and Tech Schemes.
- Eye care vouchers
- Access to use of a confidential 24-hour counselling help line
- Free car parking on site
- 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.

## 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: Monday, 1<sup>st</sup> June 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.

## PERSON SPECIFICATION

### Knowledge/Qualifications

#### Essential

- Qualifications: Registered Nurse (Children's) or Registered Nurse (Adult), with relevant experience; additional qualification or experience in mental health desirable.
- Current NMC registration (PIN).
- Minimum of 5 years' post-qualification nursing experience, including experience working autonomously.
- Communication: confident and professional communicator with a strong, student- and family-centred approach; able to engage effectively with pupils, parents and school staff.
- Sensitivity: compassionate, approachable and able to respond appropriately to emotional and mental health needs.
- Self-motivation: demonstrate initiative, professional curiosity and commitment to continuous professional development.
- Teamwork: confident working independently and collaboratively, with flexibility to meet the needs of the school environment.
- Technical skills: able to maintain accurate electronic records and use standard IT packages (e.g. Word, Excel and medical databases).
- Physical requirements: able to meet the physical demands of the role and use equipment in accordance with health and safety guidelines.

#### Desirable

- Immediate Life Support (ILS) or Paediatric Immediate Life Support (PILS) certification.
- School safeguarding training.
- Full, valid UK driving licence.
- Previous experience working in a school or educational setting.
- Experience in primary or community healthcare settings.
- Mental health nursing experience, particularly with children and adolescents.
- Accident and Emergency or urgent care experience.



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