



MAGDALENE COLLEGE
CAMBRIDGE



College Nurse

Candidate Information Pack

April 2026

About Us

Magdalene College is one of the 31 Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are proud of our history, we are a thoroughly modern and forward-looking College.

There are roughly 600 undergraduate and postgraduate students in residence. 100 Fellows and the Master who together make up our College community. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. There is a thriving extracurricular life in the College, and we take pride in the high level of pastoral care offered to our students. Further information is available on the College website at www.magd.cam.ac.uk.

Magdalene College Values

Magdalene's greatest asset is its people: a resident community of nearly 800 students, Fellows, and staff.

The College's core values are **'freedom of thought and expression'** and **'freedom from discrimination'** and it encourages its Fellows, staff, students and visitors to engage in robust, challenging, evidence-based and civil debates as a core part of academic enquiry and wider College activity, even if they find the viewpoints expressed to be disagreeable, unwelcome or distasteful.

Magdalene College expects that you will:

- Treat all members of the College (including all staff, partners, students, fellows and visitors) with respect, courtesy and consideration at all times.
- Behave professionally and expect professional behaviour from others in the community (including all staff, partners, students, fellows and visitors).
- Take care of their own health and safety, not compromise the health and safety of others, and comply with College and departmental safety requirements.

College Facilities for Staff

Staff are able to use the College gym which consists of a weights gym and a room with cardio equipment. The College also has a squash court and Eton Fives court. These can be booked through the Porters Lodge. Basketball, tennis and volleyball courts along with football Astro pitches can be booked through St John's College.

Magdalene is registered with Cycle Scheme, a tax-efficient scheme for buying a new bicycle.

During the summer staff may use the College punts for up to two hours. These should be booked through the Porters Lodge.

The College has a social committee who run events for staff, including the annual day trip which is open for all staff to attend.

Meals

All staff working a shift of a minimum of 4 hours per day are eligible to take a free lunch. This includes permanent staff and those on a fixed term contract. The value of the meal is up to £7.20 per day which equates to over £1600 per year for those working in College 5 days a week.

Family Friendly Policies

The College offers enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months service. This is in addition to the flexible working policy. More details on all of these are in the Staff Handbook.

Staff are eligible to use the Tax-Free Childcare Scheme recently introduced by the government to replace Childcare Vouchers

Benefits

The College offers a range of benefits, including:

- Group Life Assurance.
- Help@hand Portal where you can access remote GP appointments, medical second opinions, savings and discounts, financial support and much more.
- Wellbeing classes such as pilates and yoga.
- Flu jabs.
- College pension contributions of up to 12%.
- Eye tests with Specsavers.

Department Information

Working Conditions

Which statement best describes the environment in which the role will primarily be based?

Office based. Some travel to similar sites may be required. Normal health and safety requirements will be followed.

Physical Requirements

Which statement best describes the physical demands of the role?

Requires normal physical effort associated with an office environment (or equivalent)

Sensory Requirements

Which statement best describes the sensory demands of the role?

Uses tools/ equipment requiring the use of dexterity and/ or precision in order to complete a specific task

Role Summary

The College Nurse is an integral part of the Student Health and Wellbeing Service, offering students advice on physical health related matters. The College Nurse is the first point of contact for students' minor injuries, physical illness, and initial support for psychological wellbeing. The Head of Student Health and Wellbeing is the lead for helping students with their mental health. The College Nurse will liaise with other student support services in Cambridge such as the Student Counselling Service and Accessibility and Disability Resource Centre (ADRC), referring students to these organisations when appropriate. As a registered nurse, they act in accordance with the NMC code of practice.

Responsible To: Head of Student Health & Wellbeing.

Job Description

Main Duties and Responsibilities

The main duties of the post include the following (this list is not exclusive):

Consultation

- Be available for consultation in clinic during the specified hours, and in exceptional circumstances in student rooms.
- In the clinic provide assessment and treatment of minor injuries and illnesses and be available to discuss a wide range of medical issues.
- Keep an accurate record of students with allergies or conditions requiring the administration of emergency medication (e.g. adrenaline pens) and share details with relevant College staff.
- Support students with a range of physical health issues. Students may visit the nurse for treatment of a physical condition, but the nurse may also identify, suspect, or be aware of an existing mental health condition. In such cases, the nurse will signpost them to the appropriate support services, such as the Head of Student Health and Wellbeing.
- In consultation with the Head of the Student Health and Wellbeing Service, support students with additional accessibility requirements and disabilities. Liaise with the University's Accessibility and Disability Resource Centre (ADRC) as appropriate and, together with the Head of the Student Health and Wellbeing Service, provide guidance to the college on any adjustments required.
- Liaise with, and where appropriate refer students to, other support and health services in Cambridge (including University student support services).
- Maintain brief factual and confidential notes on students and process relevant medical information from the health and wellbeing questionnaires at the start of the academic year. This may include writing letters of support for the Exam and Mitigation Committee (EAMC) or exam arrangements as requested by the Academic Office.
- Encourage and support students to register with a local GP and review their vaccination status of each student. Promote the completion of any missed vaccinations such as MMR and meningitis ACWY, through their GP or the vaccine clinics at the university.
- Act as one a first aider and provide care to staff and Fellows in exceptional circumstances.
- Along with the Head of Student Health and Wellbeing, ensure the clinic maintains adequate stock of equipment and health-related supplies through end-of-term checks. Ensure medical equipment is calibrated at the end of each academic year.

Liaison Health Promotion and other Health Education Support

- Liaise closely with the Head of Student Health and Wellbeing, Senior Tutor, College Tutors, and where appropriate other College staff, in relation to student issues.
- Liaise with the University Student Support department, local GPs, and other health professionals. The College Nurse may attend any updates arranged by these bodies that are relevant to the physical health of students. The College Nurse will liaise with the Head of Student Health and Wellbeing about overlapping updates that focus on mental wellbeing and signpost students to relevant areas of support.
- The College Nurse is a member of the Cambridge College Health Professional and Nurse Association (CCHPNA) and may attend meetings on current practice and guidelines affecting the provision of care and support available to students. The nurse may also participate in termly reflective practice sessions facilitated by the University Counselling Service (UCS).
- In collaboration with the Head of Student Health and Wellbeing, promote awareness of health-related issues to students, Fellows and staff, and to provide relevant signposting for HR to circulate. This information may include details to be disseminated from the communicable diseases office in response to an outbreak or infectious disease.
- With the Head of Student Health and Wellbeing, review annually all relevant University and College policies and procedures, and advise and implement changes as appropriate in consultation with College Officers and staff. Provide input on health-related matters to the Head of Student Health and Wellbeing

for the College's Health and Safety committee.

- The College Nurse is responsible for complying with the NMC revalidation requirements. This involves completing 35 hours of continuing professional development over a three-year period. CPD activities include reflective practice, reading and reviewing publications, mandatory training specifically relevant to role/scope of practice, and participation in learning events such as workshops and conferences.

Additional Duties

- Attend monthly one-to-one line management meetings and participate in an annual appraisal.
- Attend termly meetings of the College Health and Safety Committee, providing advice where necessary.
- Overtime is not expected, however in exceptional circumstances where the need arises, this will be at the request of the Head of Student Health and Wellbeing.

Person Specification

The following criteria are appropriate to this post:

Education and Training

- Registered General Nurse (RGN), with current registration with the Nursing and Midwifery Council (NMC) and a minimum of five years post registration experience.
- Maintains NMC registration and participates in the required revalidation process.
- Post registration experience in managing minor illnesses and injuries.
- Experience in advising and supporting individuals with complex and varied health problems.

Desirable

- Evidence of ongoing training and continuous professional development.
- Qualification or experience in health education, or mental health nursing.

Knowledge and Experience

- Strong ability to manage and organise a varied workload.
- Experience of managing minor illness and injuries.
- Demonstrates empathic listening skills with patience and tact.
- IT proficient, with confident working knowledge of Microsoft Outlook365, case management systems and online booking platforms.
- Good understanding of local referral pathways.

Desirable

- Experience of working specifically with young people.
- Working knowledge of responsibilities relating to duty of care, safeguarding and GDPR.
- Experience of working and supporting students in Higher Education Settings.

Professional Attributes

- Ability to manage confidential information safely, maintaining discretion, calmness, diplomacy and professionalism.
- Conscientious and reliable.
- Effective interpersonal and communication skills.
- The ability to work independently when necessary.
- Adapts well to change, demonstrating openness and willingness to develop new practices and skills as the service evolves.

Remuneration and Benefits

Remuneration

The annual salary for 15 working hours per week (495 hours annually) plus 71 hours of annual leave is £13,459, spine point 51 on the College pay scale (£45,041 full time equivalent). Payment will be made in 12 equal monthly instalments.

Hours of Work

The College Nurse works 15 hours per week during term time. These hours are worked across 33 weeks of the year; annual leave is taken out of this time. The exact work pattern will be agreed with the Head of Student Health and Wellbeing.

Holidays

The College offers full time members of staff 33 days leave a year, including bank holidays. This is pro-rata for those who are not full time. Annual leave is taken outside the standard working weeks.

Pension

The post holder will join the College's auto enrolment pension scheme with generous additional contribution options on completion of probationary period.

Probationary and Notice Period

There will be a six-month probationary period. Upon successful completion of the probationary period, the notice period will be three months.

How to Apply

Please download and complete both parts of the application form from the College website at www.magd.cam.ac.uk/about/vacancies/non-academic.

Send your completed application by email to the HR Manager, Hannah Millward, at hr@magd.cam.ac.uk.

The College postal address is:
HR, Magdalene College, Magdalene Street, Cambridge CB3 0AG

Enquiries

Further enquiries about your application may be made by email to hr@magd.cam.ac.uk.

Closing date

The closing date for applications is Monday 25 May.

Interviews

Interviews will take place on Friday 5 June in person.



MAGDALENE COLLEGE CAMBRIDGE

HR Department
Magdalene College
Magdalene Street
Cambridge
CB3 0AG

hr@magd.cam.ac.uk
01223 332100

www.magd.cam.ac.uk