



## College Nurse

<b>Job Title</b>	College Nurse
<b>Location</b>	Hughes Hall, Cambridge CB1 2EW
<b>Reporting to</b>	Head of Welfare and Wellbeing
<b>Contract Type</b>	Part-time, permanent
<b>Probation Period</b>	6 months
<b>Salary Range</b>	£40,521 - £52,815 (spine points 45-54), pro rata
<b>Hours of Work</b>	<p>2.5 days per week (0.5FTE) Monday to Friday (with occasional evening and weekend work for which time in lieu will be given)</p> <p>Specific deployment of hours to be agreed with Head of Wellbeing and Welfare upon appointment, but expected to include 12 'core hours' each week then flexible deployment of remaining hours to meet varying demand (weighted towards term-time in general)</p>
<b>Annual Leave</b>	Annual paid leave of 25 days plus public holidays, adjusted pro rata for part time hours.
<b>Pension Eligibility</b>	The College offers membership of a contributory pension scheme with matched employer contributions up to 8%.
<b>Additional Benefits</b>	<ul style="list-style-type: none"><li>● Mediacash healthcare plan (<a href="https://www.medicash.org/">https://www.medicash.org/</a>)</li><li>● Free lunches on working days</li><li>● Free Life Assurance cover</li><li>● Enhanced sick pay</li><li>● Cycle purchase scheme</li><li>● Annual season ticket loan</li><li>● Free on-site car parking (subject to availability)</li></ul>

### About Hughes Hall:

The University of Cambridge's oldest graduate college, Hughes Hall bears the name of its founding Principal, Elizabeth Phillips Hughes. Established in 1885 as a women-only teaching College, we now accept postgraduate students and mature undergraduates in all areas of

study and research, offering scholarships and bursaries targeted at new and continuing students.

We are one of the most international colleges, bridging the academic and external worlds, with an open and informal atmosphere. We have around 250 Fellows and Senior Members and 900 students from more than 80 countries. We are several years into a programme of continual enhancement of student education, wellbeing, and social activities like sport and music. A distinctive aspect of college life at Hughes Hall is an egalitarian culture where interaction and engagement between the senior membership and students is open and encouraged; there is no separate “High Table” for meals and everyone is allowed to walk on the grass!

We pride ourselves on being an oasis of calm and quiet near the busy city centre, providing a relaxing yet stimulating environment for study and research, where people of all backgrounds are welcomed, will feel at home, and can flourish. Everyone at Hughes has arrived by a different route, with a different background, and brings different experiences, strengths and stories to their studies.

Our [website](#) contains further information about our history, people, work, and values.

### **Overall Job Purpose**

Hughes Hall is seeking to appoint a part time College nurse to provide confidential advice and support on a wide range of medical and psychological issues primarily for the undergraduate and postgraduate students of the College, but also to Fellows and Staff. The post is part-time, 2.5 days per week (0.5FTE), with some flexibility desirable.

The College has approximately 850 students from a wide range of backgrounds and nationalities. Most of our students are postgraduates but around 200 are mature undergraduates (i.e. over 21). The successful applicant will have both skills and enthusiasm for supporting our students, Fellows and Staff and be willing to take a key role in the ongoing development of the College’s welfare strategy alongside the Head of Welfare and Wellbeing, Head of Education Services, and Senior Tutor.

### **Key Responsibilities:**

#### *Consultation:*

- Be available for assessment and treatment of minor illnesses and injuries and to discuss a wide range of medical problems.
- Be available for consultation in surgery during specified hours, and in exceptional circumstances in students’ rooms.
- Support students, Fellows and Staff with a range of mental and physical health issues.
- Discuss patients with additional support requirements, especially disabilities (liaising with the University’s Disability Resource Centre as appropriate) and, along with the Head of Wellbeing and Welfare, advise the College of any adjustments required.

- Liaise with, and when appropriate refer patients to other support and health services in Cambridge (including University student support services).
- Keep confidential notes on patients and process relevant medical questionnaires returned by students at the start of each academic year.
- Encourage and support students to register with a local GP and check the vaccination status of new students encouraging the uptake of any omitted vaccinations including MMR and Meningitis ACWY via their GP.

*Liaison, Health Promotion and Other Health Education Support:*

- Liaise closely with the Head of Welfare and Wellbeing, the Head of Education Services, Senior Tutor, College Tutors, and where appropriate other College staff, in relation to welfare issues. This includes sitting on the college's Student Welfare and Finance Committee as a voting member and also attending Tutor meetings (which take place four times per term).
- Liaise with the University Student Support department, local GPs, and other health professionals.
- With the Head of Welfare and Wellbeing, act to raise awareness of health-related issues to students, Fellows and Staff, and to provide relevant advice and resources.
- With the Head of Welfare and Wellbeing, review all relevant current University and College policies and procedures, and advise and implement changes as appropriate in consultation with College Officers and staff.
- Attend other college and University meetings and committees as required.
- Deputise for the Head of Wellbeing and Welfare where appropriate.

This appointment will be subject to an enhanced DBS check. A flexible attitude to working practices is required, as some support tasks might need to be performed out-of-hours. The College will subsidise external consultations with relevant professionals to support the postholder, including emergency consultations if needed.

## Person specification

Essential	Desirable
<p><b><i>Education and Experience</i></b></p> <ul style="list-style-type: none"><li>● Registered Nurse Qualification and a minimum of five years post registration experience</li><li>● Registered with the Nursing and Midwifery Council (NMC)</li><li>● Experience of advising and assisting people with mental health problems and physical first aid/health guidance.</li><li>● Experience of working in a multidisciplinary teams and with other medical agencies to achieve the most effective outcome</li></ul> <p><b><i>Knowledge and Skills</i></b></p> <ul style="list-style-type: none"><li>● Able to cope with a wide range of medical and psychological situations with initiative, discretion and sound judgement</li><li>● Excellent interpersonal and communication skills to work effectively with a wide range of students and stakeholders</li><li>● An understanding of complexities of delivering mental health, wellbeing, and disability support, in higher education</li><li>● Computing and IT skills sufficient to communicate electronically (including online appointment booking) and interact with the University and College databases</li><li>● Sound working knowledge of relevant current EDI and mental health legislation</li><li>● Understanding of duty of care, safeguarding, and data protection</li></ul>	<p><b><i>Education and Experience</i></b></p> <ul style="list-style-type: none"><li>● A counselling or CBT qualification</li><li>● Sufficient experience to work independently with confidence whilst identifying gaps in the current provision, and make appropriate recommendations</li><li>● Evidence of training and continuous professional development</li></ul> <p><b><i>Knowledge and Skills</i></b></p> <ul style="list-style-type: none"><li>● Previous experience in a similar role within higher education, preferably with some experience or knowledge of the needs of mature students and international student body, and the implications on support services</li></ul>

<p><b>Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>● Strong understanding of confidentiality and equality, diversity and inclusion issues</li> </ul> <p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>● Willingness to take a proactive and flexible approach to the role as it develops over time</li> <li>● At ease gaining the trust of, and working with, a wide range of students, including mature and international students</li> <li>● Ability to manage confidential issues and to remain discreet, calm, diplomatic and professional</li> </ul>	<p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>● Methodical approach with rigorous attention to detail</li> </ul>
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All staff at Hughes Hall are expected to engage in continuing professional development, to comply with the data protection legislation and to comply with college's Staff Handbook, Health & Safety Policy, and all relevant procedures.

### Screening Check Requirements

The College has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Any offer of employment will be subject to the College verifying that you are eligible to work in the UK before you start work.

If you are invited to interview, you will be asked to bring original documents from List A or List B (below) and a copy will be taken; alternatively, if you hold a 'digital immigration status', your Share Code will be required to access this status online.

- List A: Documents/statuses which denote an unrestricted and unlimited right to work in the UK
- List B: Documents/statuses which denote a temporary and/or restricted right to work in the UK

### Application Process

To submit an application for this vacancy, please complete the job application form and include a covering letter outlining how you meet the job description and person specification.

We request that you complete the college's Equality and Diversity Form. Hughes Hall values diversity and is committed to ensuring equality of opportunity. The College welcomes expressions of interest and applications from candidates from all communities and a diversity of backgrounds.

All documentation should be emailed to [hr@hughes.cam.ac.uk](mailto:hr@hughes.cam.ac.uk).

The closing date for applications is Thursday 4 April at 12 noon. Interviews will be at Hughes Hall week commencing 15<sup>th</sup> April.

For an informal discussion about the post, please contact the Head of Welfare and Wellbeing, Dr Ben Marshall, on [bmarshall@hughes.cam.ac.uk](mailto:bmarshall@hughes.cam.ac.uk). If you have any questions about the application process, please contact the HR Manager on [hr@hughes.cam.ac.uk](mailto:hr@hughes.cam.ac.uk).

Any information given will be processed for employment selection and statistical purposes. You will find all of the relevant Data Protection Statements on our website at: [Data protection - Hughes Hall \(cam.ac.uk\)](#)