



College Nurse

Fixed term contract for one year from October 2026.

14 hours per week Monday to Friday.

30 weeks per year during weeks 0 to 9 of each University Term.

£31,764 per annum pro rata for 30 weeks per year, actual salary £12,267 per annum.

The College

One of the largest Colleges in the University of Oxford, with around students, St Anne's is known for being down-to earth, ambitious, outward facing and collaborative. We aspire to understand the world and change it for the better.

Established in 1879 to enable women from all backgrounds to access an Oxford education, the College is committed to securing our legacy and future by being a diverse and inclusive community that is the home of choice for the brightest and most ambitious from all backgrounds, including those who may think that Oxford is not for people like them.

Our community includes undergraduate and graduate students, academics involved in world leading research and teaching, and staff from a wide range of professional backgrounds. Helen King, our Principal since 2017, is a graduate of St Anne's who took on the role after a thirty-year career in policing.

As a Charity and one of the more modern Colleges, our finances depend upon a diverse range of income streams including a successful vacation conference business and the generosity of our worldwide network of committed alumnae and donors.

At St Anne's we are committed to sustainability and our collective responsibility to preserving the environment. We are working in support of the University of Oxford's target of being carbon net neutral and biodiversity net gain by 2035. We expect all members of College to work towards these goals.

For further information about the College, please visit <http://www.st-annes.ox.ac.uk>

Student Welfare

Student welfare at St Anne's College is the responsibility of the Senior Tutor and is co-ordinated by the Dean of Welfare, and the College Nurse is central to the execution of the provision. On medical welfare matters, through the College Nurse, we work closely with the Jericho Health Centre (Dr Leaver and Partners). The College Nurse also liaises with and signposts students to the University's Counselling Service. We also have a Disability Coordinator with whom the College Nurse works. The Assistant Deans (graduate students who live on the main site and who maintain good order and support wellbeing in the student community) are frequently the first point of contact on welfare and medical matters in the term time evenings. There is also excellent welfare communication and liaison with the JCR (undergraduate) and MCR (postgraduate) student representatives.

Clinical Governance of the College Nurse is managed by Dr Leaver and Partners, the GP surgery with which the College is associated. Within the College, the Nurse reports to the Dean of Welfare.

Overview

Job Title	College Nurse
Location	Oxford
Reports to	Dean of Welfare
Direct reports	None

Key areas of responsibility

The duties of the College Nurse are:

- a. To care for the mental and physical health needs of the College's students while in residence in Oxford. The nurse also deals with members of staff who become ill or injured whilst at their place of work.
- b. To liaise closely with the College Doctors, the University Counselling Service and other agencies as required in the support of student health and well-being.
- c. To liaise closely with the Dean of Welfare, to whom this post reports, and with the Senior Tutor, who has responsibility for student welfare provision in the College.
- d. To maintain medical confidentiality while working with the College Welfare Team and College Officers.
- e. To provide wound care and minor injury management, referring to the GP practice linked to the College or an A&E department if required.
- f. To make appointments for students with the GP practice as necessary.
- g. To visit students admitted to hospital and report, after obtaining consent, to the relevant College officers (i.e., Senior Tutor, Welfare Dean, Dean and Academic Registrar).
- h. To keep records of treatment and consultations as necessary. To maintain and develop IT skills necessary to use the medical practice and St Anne's IT Systems.
- i. To visit students, in both on- and off-site accommodation, to assess and arrange further medical assessment, when necessary.
- j. To liaise with the Academic Registrar over action to be taken when students are taken ill during examination periods, including taking appropriate emergency action when students are taken ill at the Examination Schools, and assisting with the preparation of medical certificates for acute conditions.
- k. To liaise with the Chef over special dietary requirements for particular students.
- l. To maintain the clinic room to the safe standard required by the Care Quality Commission.

- m. To comply with all requirements of the Dr Leaver and partners GP surgery, which has responsibility for the clinical governance of this position.
- n. To undertake continuous professional development (CPD) as necessary.
- o. To take part in general discussions of welfare and related policy.
- p. To provide advice on medical matters to the other members of the Welfare Team.
- q. To attend weekly and termly welfare meetings in the College, and to participate in Freshers' Week, including taking part in presentations about health and welfare as required.
- r. To carry out other duties as required by the Dean of Welfare or the Senior Tutor.

Personal specifications:

The successful candidate will meet the following essential criteria:

- A level 1 Registered Nurse with current NMC registration (general adult branch) AND hold a degree level qualification in a relevant field of autonomous practice (or equivalent experience).
- Hold a diploma or other qualification(s) relevant to the clinical assessment and management of unwell adults.
- Be able to use Microsoft Office applications – Word, Excel, PowerPoint, Outlook, and be willing to learn to use clinical software (such as EMIS).
- Have a minimum of 3 years post registration experience working in primary care, A&E, a minor injuries unit or another relevant front-line clinical role involving the assessment of patients with undifferentiated illnesses and injuries; those who do not meet this criteria but have extensive experience in a variety of settings may also be considered.
- Clinical skills in the first-contact assessment and management of adults and young people with undifferentiated health problems.
- Experience in dealing with mental health and welfare of young adults.
- Strong organisational skills including planning, prioritising, time management, report writing and record keeping.
- Excellent communication skills, especially for working effectively with young adults
- Ability to recognise gaps in services and to identify and act on safety concerns.
- Ability to recognise and work within limits of competence and to seek advice when needed.
- Willingness to take on extra training e.g. family planning or adult mental health nursing as required.

The successful candidate may meet the following desirable criteria:

- Further qualifications in relevant subjects, e.g. independent prescriber status, family planning training, mental health training
- Track record of interest in working with young adults.

The selected person will be suitably qualified via the Nursing and Midwifery Council. The position is subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) check.

Terms and Conditions

Appointment:	This appointment will be subject to satisfactory provision of proof of the right to work in the UK. Appointees who are not British or Irish nationals will need a UK visa or proof of settled or pre-settled status.
Hours of work:	14 hours per week Monday to Friday. 30 weeks per year during weeks 0 to 9 of each University Term.
Duration:	This is a fixed term contract for one year from October 2026.
Salary:	£31,764 per annum pro rata for 30 weeks per year. Actual salary, for 14 hours per week, £12,267 per annum.
Annual Leave:	Based on 38 days per year you will be paid for 61 hours of annual leave per year at your normal rate. Holiday in University term time will only be permitted in exceptional circumstances.
Probation:	Four months
Notice:	One month
Pension:	The College offers membership of USS
Meals:	Free lunch is provided on working days, when the post holder works either side of lunch.
Employee Assistance Programme:	A confidential employee benefit designed to help you and your immediate family deal with personal and professional problems that could be affecting your home life or work life, health, and general wellbeing. A 24/7 helpline is available to assist you which can provide counselling support as well as a smartphone app and wellbeing portal to access further information.
Bicycle Scheme:	Assistance to purchase a bicycle through a loan scheme.
Bus pass scheme:	A bus pass can be purchased at a discounted rate
Childcare:	St Anne's offers quality childcare provision services to College staff and students via our on-site Nursery. Subject to availability.

Family Friendly Policies:	Salary sacrifice scheme for Childcare. Enhanced family friendly policies.
Flu jabs:	Free annual flu jabs are offered to all staff.
Volunteering Policy:	St Anne's offer up to two paid days per year to do charitable volunteering activities.
Working from Home Policy:	We offer flexible working arrangements subject to job role.
Parking:	You may be eligible to apply for a parking permit for which an annual fee applies.
Other:	Employment is subject to the policies and procedures outlined in the Staff Handbook.

Application process

If you would like to apply for this position please send us all three of these documents:

- A completed application form (download from our website).
- Your CV
- A covering letter stating why you are interested in, and suitable for, this role.

Applications should be sent to recruitment@st-annes.ox.ac.uk

If you would like to discuss the role, or have any queries please call us on
01865 274866 / 284685

The closing date is Monday 14th September at 12 noon.

We anticipate holding interviews on Tuesday 22nd September.

St Anne's College is an equal opportunities employer.

The policy and practice of St Anne's College require that all staff are afforded equal opportunities within employment. Entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Applicants are encouraged to complete the equal opportunities monitoring form.

To view our Privacy statement please see here <https://www.st-annes.ox.ac.uk/privacy-policy/>