

# PEMBROKE COLLEGE

Cambridge  
CB2 1RF

College Nurse  
Tutorial Department



April 2026

# Welcome to Pembroke

Thank you for your interest in the position of College Nurse at Pembroke College.

I hope that this information pack will encourage your interest in the position within a committed, supportive network of colleagues who will share your determination to engage wide and diverse audiences in our work.

## Important Dates

### Closing Date for Applications:

1<sup>st</sup> May, 2026 - 12 noon

### Interview Date:

w/c 11<sup>th</sup> May, 2026

We reserve the right to close this post earlier if we receive sufficient applications.

## Department

Senior Tutor

Head of Student Wellbeing



Professor Robert Mayhew



Dr Maria Dias



## About Our College

Pembroke College, founded in 1347 by Marie de St Pol, Countess of Pembroke, is proud of its traditions. The third oldest of the Cambridge colleges, it was the first to have its own chapel. Located in the heart of the University city, Pembroke is set within an impressive environment with varied architectural styles framing beautiful gardens and open courts. It's the perfect place to encourage creativity and innovation.

The College today is an intimate yet diverse community, committed to welcoming students of exceptional talent regardless of their social, cultural or educational background and giving them the benefit of contact with a large and distinguished Fellowship. It is equally committed to attracting early-career academics and staff of exceptional promise, as well as those with established careers, and ensuring that Pembroke provides a culture and a community where every member is able to flourish.

Pembroke thrives on conversations - between generations and disciplines, between undergraduates, graduates, senior Members and professional colleagues, between current students and our alumni, and between the academy and the wider world. It is an exceptionally friendly college full of talented individuals. We take our responsibilities of working at the highest level seriously and support each other to achieve this.

Since 2020, the number of applications to Pembroke has grown by over 12%, rising from 891 in 2020 to 1006 in 2024. This has largely comprised increased applications from those from the state school sector, with this demographic seeing a 9.3 percentage point increase in applications. Pembroke is routinely one of the most competitive colleges to apply to, and our students do well when they are here. In 2024, Pembroke ranked fourth out of 29 colleges that admit undergraduates when it came to exam performance.

Pembroke is also increasingly diverse and takes seriously its commitment to achieving the University's widening participation targets. Since 2022 the College has seen a 5 percentage point increase in admittances from those living in the two most deprived quintiles of the UK, according to the Indices of Multiple Deprivation (IMD); in 2024 these students comprised 19.3% of home entrants.

The admissions work is supported by the outreach and recruitment work that the admission office also undertakes; between 2017 and 2024, this involved working with over 26,000 students from over 1,890 schools.

## The Department

The Wellbeing team is a small and friendly team within the Tutorial Department that enjoys working with the College community, the University and external services.

You will liaise closely with the Head of Student Wellbeing to support the holistic wellbeing of students, and work alongside the HR team to support the health of staff and Fellows.

You can be assured of a warm welcome across College from people passionate about sharing Pembroke's values and working with you.



## The Role and its Purpose

You will be a valued team member in this varied and vital role, responsible for managing the Nurse's Office and balancing 1-1 care with coordinating health promotion campaigns and training. You will oversee first aid provision, Health and Safety in the Wellbeing Centre (alongside the College Health and Safety Officer) and act as Disabilities Officer for the College.

Working closely with the Head of Student Wellbeing and Senior Tutor, you will offer your expertise to support individual and community health and continuous development of our wellbeing provision.

This role has been reconfigured following the retirement of our current College Nurse, and the introduction of a new Head of Student Wellbeing role. It offers an opportunity for independent and multi-professional team working and to deliver excellence in wellbeing support to an appreciative community.

### Qualifications

- Registered General Nurse (RGN).
- Mental health, counselling, coaching, health education and/or neurodiversity training are advantageous.
- A current driving licence is advantageous.

# Responsibilities

- Provide a first-line diagnostic and advisory service for students, staff and Fellows.
- Provide a first aid service for the College community along with promoting vaccination/screening programmes.
- Provide welfare support to all students in conjunction with the Head of Wellbeing and the Tutorial Department, including responding to incident reports.
- Make referral requests for counselling assessments to the University Counselling Service (UCS) or to the Head of Student Wellbeing for College-associated counselling.
- Make referral requests for mental health assessments and solution-focused support to the Mental Health Advice Service (MHAS) and the University of Cambridge and Anglia Ruskin Mental Health Student Service (UCARMHSS).
- Liaise with the Accessibility and Disability Support Centre (ADRC) and other Student Support Services where needed.
- Oversee registration of all undergraduate students with a Cambridge GP of their choice.
- Liaise with GPs, College Nurses across the University and other healthcare professionals.
- Responsible for ordering, storage, checking and administration of drugs and dressings held in the Nurse's Office.
- Make domiciliary visits to students' rooms and to students in hospital.
- Provide rehabilitation and support to students recovering from illness or hospitalisation.
- Provide health education in College on issues relevant to student and staff concerns.
- Undertake a minimum of 5 days'/35 hours study every 3 years, as per revalidation requirements to remain on the register of the Nursing and Midwifery Council.
- Promote and administer staff health screening clinics as needed.
- Undertake general nursing duties, e.g. renew dressings, remove sutures etc.

- Support College wellbeing events as needed.
- To perform the role of College Disabilities Officer.

## Administrative

- To liaise with the appropriate College offices about the distribution of a health questionnaire to all new students during the summer before they come up.
- To advise the Admissions and Tutorial Offices on the medical aspects of the care of disabled students,
- Working in conjunction with the Tutorial Office ensuring every student is registered with a local GP.
- To arrange to see any students who report in their health questionnaires that they suffer from serious allergies within 48 hours of arrival in Cambridge. With students' permission, arrange for dissemination of this information to key College departments. Encourage students who to carry their Epi-pens and brief relevant college staff and First Aiders on their correct use.
- To arrange to see students who suffer from chronic medical conditions and liaising with departments to ensure adequate emergency medical plans and/or allergy support and/or Personal Emergency Evacuation Plans (PEEPs) are in place.
- To share updates and discuss support plans at weekly Wellbeing team meetings. In serious situations, the Head of Wellbeing and/or Senior Tutor should be updated as quickly as possible.
- To establish and maintain accurate records relating to student vaccination status, identify unvaccinated students provide these students with clear information on the benefits and risks of vaccination and how to access vaccination clinics so they can make an informed decision.
- To raise awareness of meningitis, allergies and other key student health risks by sharing up-to-date accessible health information and displaying educational materials in appropriate locations..
- To liaise with Junior and Graduate Parlour Welfare Officers in relation to Nursing related matters they might raise.

## Responsibilities (continued)

- To liaise with GPs, hospital doctors and departments, and other health care professionals outside College (including the UCS where appropriate). Within College, confidential liaison with Tutors, Chaplain. More general liaison in College with the Housekeeper/Domestic Supervisor, Head of HR and the Porters
- Maintenance and safekeeping of confidential medical records for all students who attend the Wellbeing Centre.
- Responsibility for stocking, checking, safe custody and administration of drugs held in the Nurse's Office, and for a Health Centre budget.
- Responsibility for the security and cleanliness of the Nurse's Office, in liaison with the Housekeeper/Domestic Supervisor.
- Advising the Housekeeper and staff on current hygiene regulation and provision throughout the college.
- To order stock to replenish First Aid Boxes throughout the college and its hostels as requested by the relevant personnel.
- To order and replenish health information materials throughout the college and its hostels where needed.
- The College Nurse will be expected to attend meetings of Health and Safety Committees plus other College meetings where needed.
- The College Nurse will be expected to attend relevant training to support their role(s).
- Liaison with the Head of HR on staff related issues.

### Health and Safety

- To ensure all COSHH & Risk Assessments are reviewed and updated annually or as necessary.
- To ensure all necessary records relating to Health and Safety are completed accurately and correctly.

### Professional Membership

- Membership of the Royal College of Nursing. This provides personal indemnity insurance and legal aid in the event of professional malpractice.
- Membership of the Nursing and Midwifery Council (NMC), the regulatory body for nurses, midwives, and nursing associates in the United Kingdom. Registration with the NMC is required to practise as a registered professional in the UK. Registrants must renew their registration every three years and provide evidence of continued professional development through revalidation, which includes participation in relevant training, continuing education, and reflective practice.
- Membership of Cambridge College Nurses Association (CCNA).
- To attend approximately 3 meetings each term with the University Counselling and Occupational Health Services and with the CCNA to keep up-to-date with the facilities available within the University and the National Health Service which are available to students.
- Attend 1-2 update sessions each term, as they become available, to maintain knowledge of medical topics such as pandemic flu, eating disorders and disordered eating, sexual and reproductive health, substance misuse, mental health, neurodivergence and resuscitation.

# The Person – is this you?

We expect that you will have significant experience in clinical care, having worked at least 5 years post-registration in a clinical setting. You will be committed to continuing professional development and prioritising the wellbeing of yourself and others.

You will be dynamic and passionate and have excellent interpersonal and communication skills, demonstrating an ability to build effective professional relationships with a wide range of individuals and teams.

We are looking for someone who matches the inspiration, energy and ambition of our close-knit team and wider community.

If you've worked in Higher Education – great, but that is not a deal-breaker. More important is your ability to demonstrate how you are proactive, insightful and able to manage a varied and demanding caseload to a high professional standard.

In challenging situations or in the face of unexpected events, you will be level-headed and calm and able to prioritise effectively with strong attention to detail.

You will be well organised and able to deliver on commitments, with strong IT skills and able to work with little supervision whilst knowing your own boundaries.

You will enjoy the variety that this busy role brings and enjoy building relationships with others and sharing good practice.

## Skills/knowledge/training:

- Evidence of continuous professional development
- Highly developed interpersonal and communication skills.
- Ability to demonstrate patience, boundaries, confidentiality, tact, and diplomacy.
- Ability to work on own initiative with minimal supervision and assess and manage risk.
- Adaptive and receptive to change and able to manage a varied workload.
- Good working knowledge of the UK General Data Protection Regulation (2018).
- Good working knowledge of the Equality Act (2010).
- Understanding of safeguarding and duty of care.
- Willingness to offer commitment to the post in terms of energy, enthusiasm, and time.
- Confident using electronic health records and Office programs.

If this is you, we'd love to hear from you.



## Pembroke Benefits

Annual staff outing

Annual Leave Purchase Scheme

Christmas gift for staff

Cycle to work and 'Buy a bike' schemes

Death in service benefit

Discounts on Dell products

Employee Assistance Programme

Free meal whilst on duty when the  
servery is open

Use of free passes to the Botanical  
Gardens

Local discounts with University Card

Medicash

NOW pension scheme

On site gym

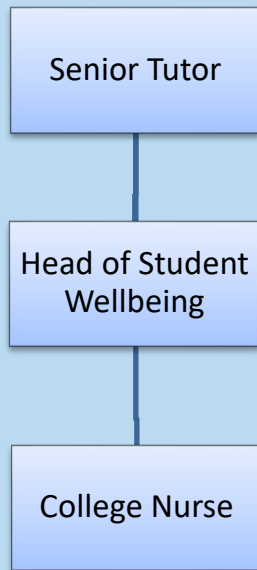
Subsidised health care

and more.....

*Some benefits are non-contractual and may be  
withdrawn.*

*Some benefits may be subject to a qualifying  
period and/or subject to terms.*

# Department Structure



195 Staff

73 Fellows

440 Undergraduates

300 Postgraduates



## How to apply:

If you would like to have an informal conversation about the post, please contact Dr Maria Dias at maria.dias@pem.cam.ac.uk

Please complete an [Application Form](#) and [Rehabilitation of Offenders Form](#) (compulsory), and an [Equal Opportunities Form](#).

Completed application forms together with a covering letter can be emailed to: hr@pem.cam.ac.uk or alternatively posted to The HR Office, Pembroke College, Trumpington Street, CB2 1RF. Please do not include separate CVs.

We look forward to hearing from you.

[Privacy Statement](#)

## Further information

<b>Job title:</b>	College Nurse
<b>Location:</b>	Trumpington Street, Cambridge, CB2 1RF
<b>Reports to:</b>	Head of Student Wellbeing
<b>Salary:</b>	£44,746
<b>Working Hours:</b>	36.5 hours per week

### Health and Safety:

Persons engaged in work for Pembroke College must adopt a responsible attitude towards health and safety and comply with any procedures as required by the College in order to ensure the health, safety, and welfare of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training required in relation to health and safety or which is identified as necessary in relation to their work.

The College operates a non-smoking policy; smoking is only permitted in the designated smoking areas.

### Safer Recruitment:

As part of our safer recruitment practices posts will be subject to the relevant compliance checks including an enhanced DBS check where this is appropriate.

### Equality Statement:

We are committed to creating an environment where people of all backgrounds can thrive and welcome applications from all suitably qualified persons regardless of their race, identity, sex, disability, religion/belief, sexual orientation or age.

### Parking

The College cannot guarantee a parking space will be provided as part of the role.



# Staff Wellbeing and Events

2026

## February

- Tuesday 3<sup>rd</sup> - Pembook Club
- Thursday 5<sup>th</sup> - Time to Talk Day
- Tuesday 17<sup>th</sup> - Pets as Therapy
- Tuesday 24<sup>th</sup> - Sound Bath

## April

- Tuesday 7<sup>th</sup> - Pembook Club
- Wednesday 15<sup>th</sup> - Staff BBQ
- Tues 22/23 - Self Defence Skills

## June

- Tuesday 2<sup>nd</sup> - Pembook Club
- 8<sup>th</sup> - 14<sup>th</sup> - Men's Health Week

## August

- Tuesday 4<sup>th</sup> - Pembook Club

## October

- Breast Cancer Awareness Month
- "Have Your Say" Staff Survey
- Tuesday 6<sup>th</sup> - Pembook Club
- Date TBC - Flu Vaccine Clinic
- Saturday 10<sup>th</sup> - World Mental Health Day

## December

- Tuesday 1<sup>st</sup> - Pembook Club
- 1<sup>st</sup> - 5<sup>th</sup> - National Grief Awareness Week
- Wednesday 16<sup>th</sup> - Xmas Lunch, Drinks & Raffle
- Date TBC - Xmas Pembrew
- Date TBC - Wreath Making
- Date TBC - College Festive Event

## January

- Pemwell Issue 5
- Monday 19<sup>th</sup> - Pembrew (Blue Monday)
- Tuesday 20<sup>th</sup> - Beat the Winter Blues Session
- Thursday 22<sup>nd</sup> - Master's New Starter's Tea Party

## March

- Friday 6<sup>th</sup> - Staff Appreciation Day
- Wednesday 18<sup>th</sup> - Pembrew

## May

- National Walking Month
- 11<sup>th</sup> - 17<sup>th</sup> - Mental Health Awareness Week
- Thursday 14<sup>th</sup> - Pembrew
- Tuesday 19<sup>th</sup> - Long Service & Kilby Prize
- Tuesday 26<sup>th</sup> - Walk & Talk

## July

- Pemwell Issue 6
- Tuesday 14<sup>th</sup> - Rock Painting

## September

- Thursday 3<sup>rd</sup> - Staff Outing Activity  
-Theatre Trip to London or  
-Meal in Cambridge

## November

- Movember - supporting men's health
- Date TBC - Staff Xmas Quiz

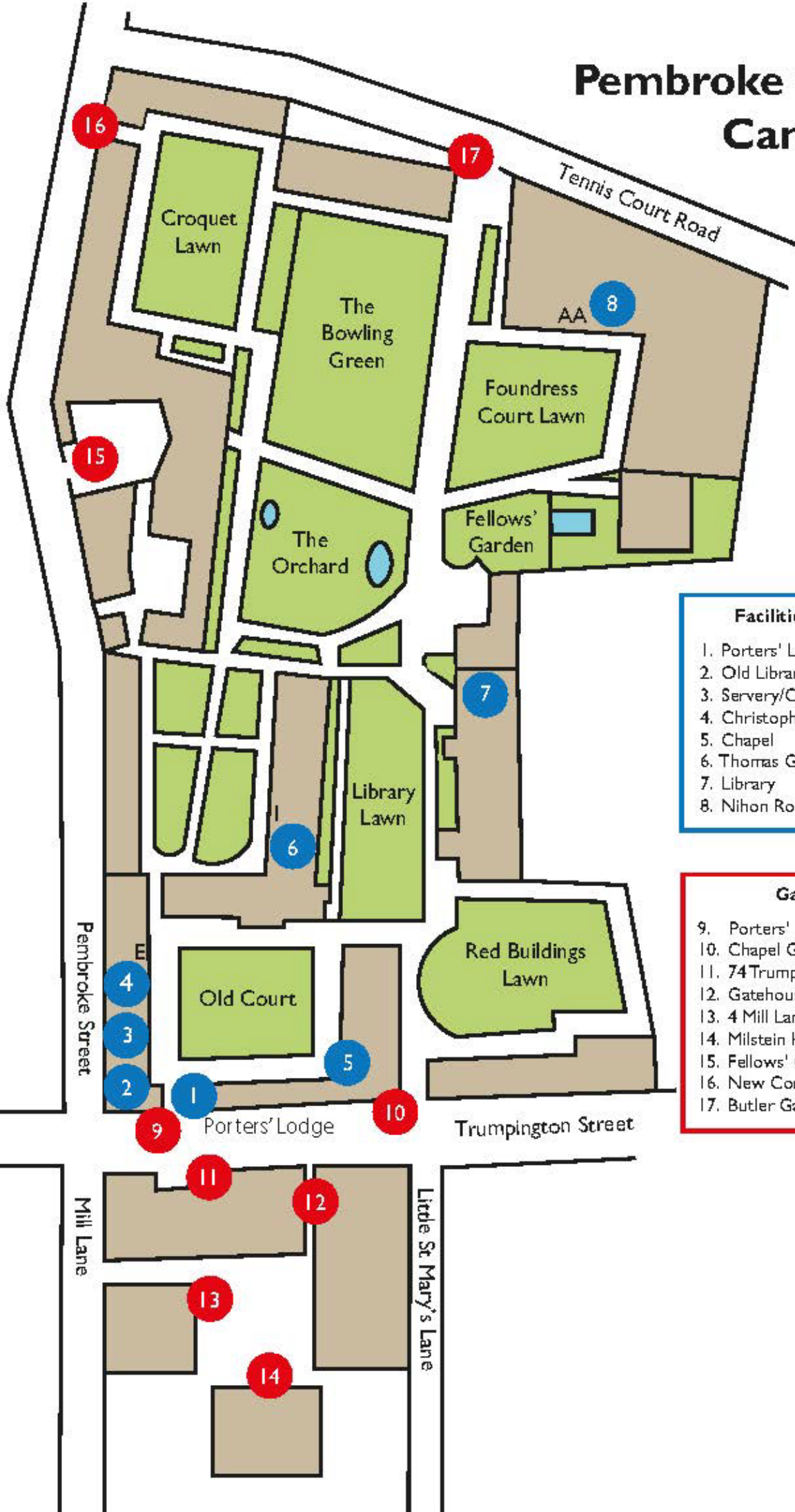
## Plus

- 'This is Pembroke' Interviews
- Spotlight on Benefits

# Pembroke College Cambridge



CB2 1RF



## Facilities and Function Rooms

1. Porters' Lodge
2. Old Library
3. Servery/Canteen
4. Christopher Smart Room (E staircase)
5. Chapel
6. Thomas Gray Room (I staircase)
7. Library
8. Nihon Room (AA staircase)

## Gates and Entrances

9. Porters' Lodge Main Gate
10. Chapel Gate (card access)
11. 74 Trumpington St Entrance
12. Gatehouse & Auditorium Entrance
13. 4 Mill Lane Entrance
14. Milstein House Entrance
15. Fellows' Car Park Entrance
16. New Court Arch Gate (card access)
17. Butler Gate (card or Porter access)