



TRENT COLLEGE

CANDIDATE INFORMATION



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Welcome

Trent College is an independent co-educational boarding and day school, located in Long Eaton, Nottinghamshire. Founded in 1868, we have been providing a first-class education for over 150 years.

Set in a beautiful 45-acre campus we enjoy state-of-the-art facilities, including modern classrooms, sports facilities, and boarding houses. With traditional foundations and a modern outlook, Trent College is renowned for providing an excellent education for its 1,200 pupils.

The Elms is our Nursery and Junior School which provides a stimulating and nurturing environment to our youngest children, aged 6 weeks to 11 years. The two schools work closely together and share the same vision, aims and ethos. Together, we give the highest priority to the quality of our academic provision. Alongside a strong focus on sports, music, drama and a wide range of co-curricular activities to develop our pupils' character and resilience, to prepare them for the modern world.

Rated 'Excellent' across the whole school by the Independent Schools Inspectorate in 2021, Trent College has a strong academic record, with a high percentage of students achieving top grades in their examinations and going on to study at some of the best universities in the UK and abroad.

We have highly qualified and experienced teaching staff who are committed to providing an excellent standard of education. We also have a large population of support staff, ensuring that our friendly school and beautiful campus operate to the very highest standards.

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Our Location

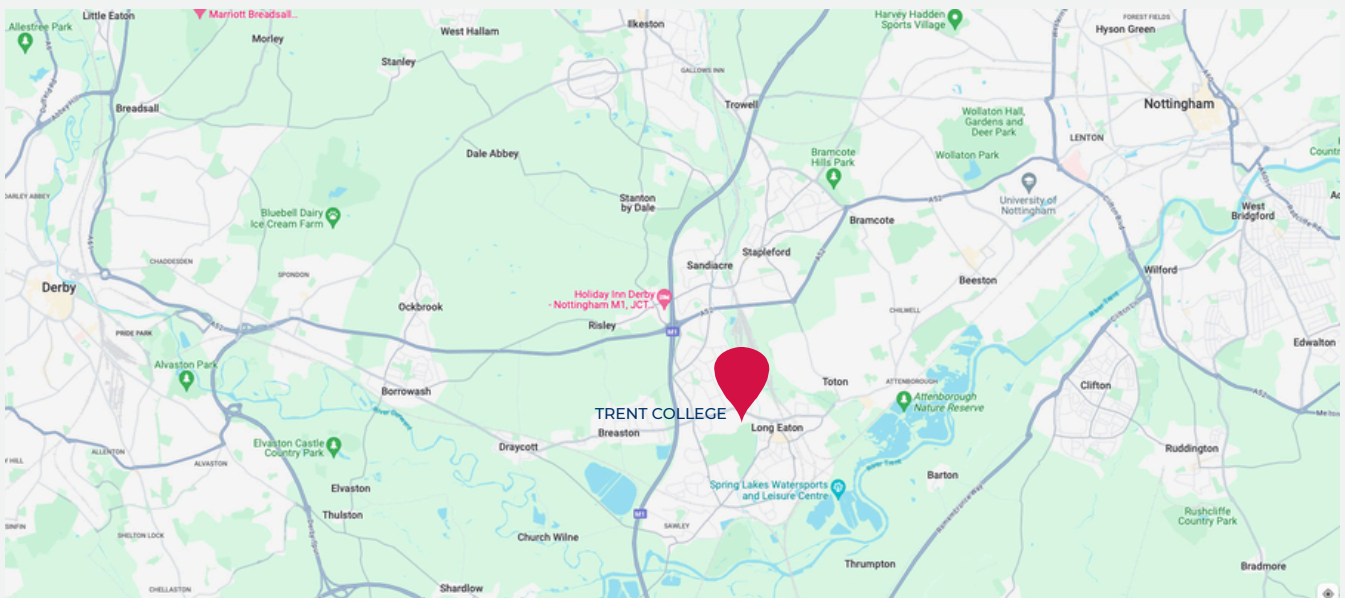
Trent College and The Elms are conveniently situated on the border of Nottinghamshire and Derbyshire.

Ideally located at the heart of the UK's motorway system, we are only 2 miles from junction 25 of the M1, which provides easy access to the M42 and A1.

Reaching Trent College by rail couldn't be easier. Long Eaton boasts its own train station, located 1.5 miles from the schools. Rail routes through Long Eaton run along the Midlands Main Line route, with direct routes to London, Loughborough, Leicester, Birmingham, Nottingham, Derby, Chesterfield and Sheffield.

Our Local Community

Working in partnership and serving the community are natural and very important values at Trent College and The Elms. We work with many local schools in Long Eaton and the wider Erewash borough to increase opportunities and aspirations, and to share the school's excellent grounds, facilities and specialist staff.



Job Description

Reporting to the Head of HR.

The HR department

The HR department provides a full-range of HR services to both Trent College and The Elms. It provides a service Monday to Friday, 08.30 to 17.00 all year round.

The team consists of three people, the Head of HR, a HR Administrator and this postholder.

You will be an integral member of the HR team, providing day to day confidential and professional employee relations and general HR support services. You will undertake duties across a range of HR activities including recruitment and compliance, supporting processes and advising on flexible working applications, grievances, disciplinaries and a wide range of other matters.

Main responsibilities

Employee relations:

- Provide professional HR advice on a wide range of issues and queries including grievances, disciplinaries and flexible working to ensure compliance with employment legislation as well as a positive employee relations climate.
- Support and guide headteachers and senior leaders through employee relations cases, up to and including hearings and appeals, ensuring consistent application of HR processes.
- Attend, or support colleagues in attending welfare and return-to-work meetings. Advising on occupational health recommendations, risk assessments, phased returns and reasonable adjustments.
- Provide accurate interpretation and advice of terms and conditions of employment for staff.
- Assist in the review, development and implementation of HR procedures.

Performance management, appraisal & training:

- Support the co-ordination of staff appraisals and associated administration.
- Identify (in conjunction with the Heads/Exec) staff who may have capability issues, and work with all concerned to reach a resolution.
- Advise and support line managers through the performance management process as required.
- Support line managers to complete the probationary process.
- Arrange relevant training (as required).
- Deliver training (as required).

Recruitment and selection:

- Carry out the administration and facilitation of recruitment campaigns.
- Produce and place job adverts, co-ordinate the shortlisting and interview process. Invite candidates to interview and act as their point of contact. Ensure the smooth running of interviews.
- Respond to candidate queries and notify candidates of the outcome of campaigns.
- Produce documentation for successful candidates, eg offer letters.

- Ensure all pre-employment checks are carried out in accordance with Keeping Children Safe in Education for new staff, volunteers and contractors, in a timely manner, recorded accurately and signed off.
- Liaise with agencies as required.
- Data entry of new staff information into our MIS.
- Assist with the on-boarding of new staff.

Payroll:

- Liaise with the Finance team in relation to pay-related matters, including staff queries.
- Support the administration of the monthly payroll process (carried out by Finance) by preparing staff information.

Wellbeing:

- Encourage participation, delegation, constructive feedback, mentoring and/or coaching.
- Organise and chair the schools' health and wellbeing forums.
- Identify and respond with sensitivity to the concerns of staff whether physical or emotional. Support staff where possible
- Signpost staff to sources of help and support.

General administration:

- Maintain the shared resource files and contribute to their effective use.
- Ensure correct GDPR practices are followed.
- Assist the schools to compile their census reports.
- Contribute towards the continuous improvement of HR processes and practices.
- Produce a range of HR related paperwork and generate letters as required.
- Monitor fixed-term contracts and their use.
- Liaise with the Deputy Heads on a termly basis regarding changes to responsibilities, allowances and FTE changes, producing letters to staff and informing Finance for payroll purposes.

Other:

- Build effective working relationships with staff at all levels.
- Attend training as required, including safer recruitment.
- Keep up-to-date with human resources best practice, legislative changes and new developments to continuously develop and improve knowledge and skills and broaden the understanding of inter-relationships between the range of human resources activities and functions.
- Act confidentially.
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy.
- Support the team with ad hoc HR projects.
- Promote a culture of positive HR and employee engagement by building and maintaining solid working relationships with all colleagues.
- Cover for absent colleagues and undertake other duties commensurate with this post as directed by the Head of HR.
- Actively promote the school's Equal Opportunities Policy, encouraging staff awareness and participation in all areas.

Person Specification

SKILLS/EXPERIENCE/QUALIFICATIONS	ESSENTIAL	DESIRABLE
Experience of working in a similar HR position, within a team, for 12+ months	X	
Experience of working in a school environment		X
Minimum of CIPD L3 qualified or equivalent	X	
Good knowledge and understanding of employment law	X	
In-depth knowledge of HR policies and procedures and their application	X	
Evidence of substantial generalist HR experience, including employee relations	X	
Experience conducting and advising at HR meetings and hearings	X	
A proven ability to develop and maintain effective working relationships with colleagues at all levels with sensitivity, tact and diplomacy	X	
Excellent verbal and written communication skills	X	
Good IT skills with knowledge and experience of Microsoft products, particularly Word, Excel, Teams, Sharepoint and Outlook	X	
Exceptional customer service skills	X	
High levels of accuracy and attention to detail. Organised and takes a systematic approach to work	X	
Professional approach with a proactive, 'can do' attitude and ability to use initiative	X	
Ability to maintain confidentiality	X	
Be able to work independently to meet deadlines and takes on responsibility	X	
Experience of working with trade unions and/or employee representatives and ability to consult and negotiate to achieve desired outcomes		X
Knowledge of safer recruitment practices		X
Ability to work under pressure and meet tight deadlines, whilst remaining calm	X	
Good listener and empathetic	X	
Experience of providing staff training		X

Friendly and approachable	X	
Right to work in the UK	X	
Willingness to undertake training and develop	X	
Live within a commutable distance of Long Eaton	X	

Terms and Benefits

- We offer a salary of £30,000 to £35,000, based on skills and experience.
- This is a permanent, full-time role (37.5 hours per week over 5 days). You will be required to work on our school campus in Long Eaton.
- Staff can enjoy free lunches in the Obolensky Dining Hall during term time.
- Free car parking is available on site and staff have access to a cycle to work scheme.
- Staff are able to make free use of the school gym and leisure facilities at designated staff times.
- A flexible retirement plan run by TPT Solutions (formerly The Pensions Trust), including death in service benefit.
- Enhanced sick pay is available to all staff, and enhanced family benefits such as maternity pay.
- Staff are eligible for fee remission for children attending the school, in line with our policy.
- We provide a range of benefits to support staff including counselling, an employee assistance programme, 24/7 online GP consultations and dentist consultations.



Making an application

Candidates who wish to apply for this post should download an application form from our website and email it to recruitment@trentcollege.net Please also attach a covering letter.

The closing date for applications is 18 November 2024 at 0900.

If you have any questions please email recruitment@trentcollege.net or telephone 0115 849 49 49 during term time.

Under current legislation, we are required to advise applicants that this appointment will be subject to a satisfactory Enhanced Disclosure with the Disclosure & Barring Service. Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining a position at Trent College.