



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

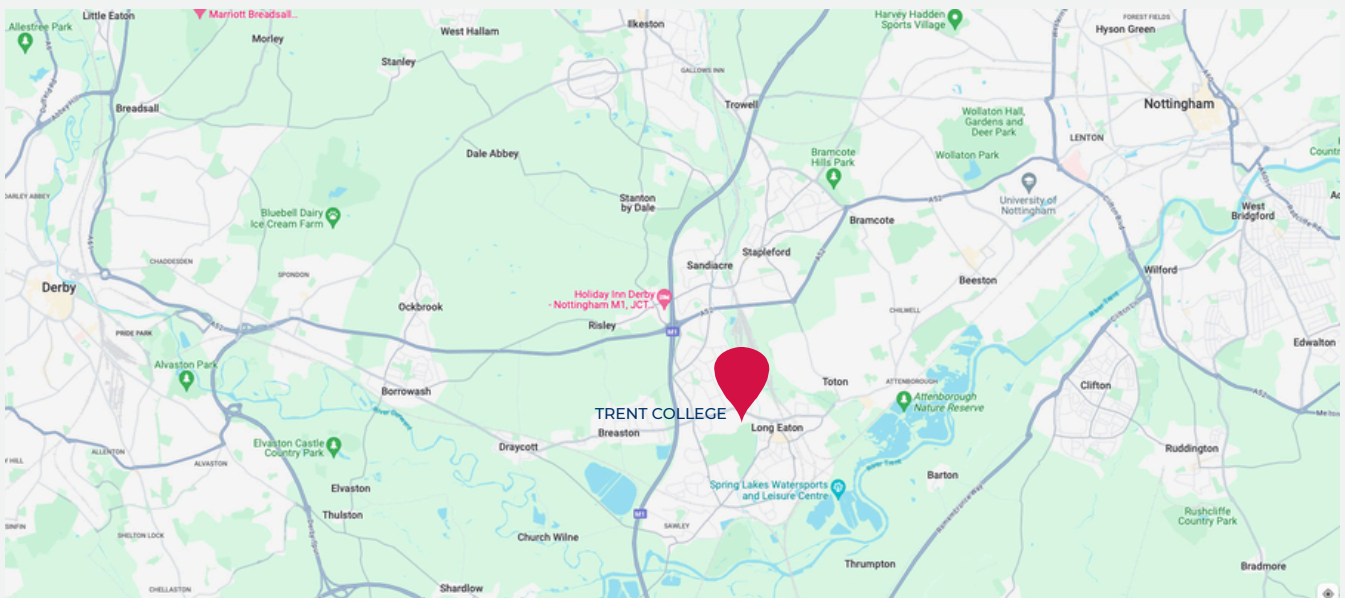
Trent College and The Elms are conveniently situated on the border of Nottinghamshire and Derbyshire.

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.



IT Technician

The successful candidate will be working within the IT Services department providing telephone, and at desk support to teachers, students and business support staff functions across Trent College and The Elms Nursery & Junior School. They will be working within a busy IT department supporting a wide variety of IT services across our large campus. Good communication, a positive outlook, and a strong interest in all aspects of technology are essential.

Key duties and responsibilities

- To provide a point of contact for the IT Services department both on location and by telephone.
- To provide technical support to both employees and students for issues including but not limited to:
 - Logging on to network computers.
 - Use of Microsoft Windows.
 - Use of Microsoft Office (Excel, Outlook, PowerPoint, Word, etc).
 - Use of Microsoft cloud services (OneDrive, SharePoint, Teams, etc).
 - Adding, selecting, and fault diagnosis for printers.
 - Assistance connecting personal devices (phones, laptops) to the school Internet and email system.
 - Assistance using a computer with classroom audio and projection equipment.
 - Assistance using common educational peripherals (digitisers, webcams, active pens, etc).
 - Assistance with other school software and cloud services.
- To maintain asset and support information (databases and documentation) to a high degree of detailed accuracy.
- Supporting Reprographics where required in the maintenance and supply provision of printers and photocopiers.
- Assisting the Director of Information Systems in the provision of high-quality IT Services including but not limited to:
 - Account lifecycle management.
 - Equipment deployment and configuration.
 - Software deployment and configuration.
 - Ensuring data protection procedures are applied and followed.
 - Ensuring IT security is maintained.
 - Maintenance and configuration of online services.
 - Data export/import and manipulation.

Essential skills and experience

- Personal initiative and time management.
- Good personal communication skills and telephone manner.
- The ability to work closely within a small team.
- Problem solving and research skills.
- A conscientious and meticulous approach to entering and maintaining data information.
- Experience using the Microsoft Windows operating system (version 10 onwards) including installation.
- Experience using Microsoft Office 365.
- Experience of Microsoft cloud services such as OneDrive and SharePoint.
- An understanding of a Microsoft server environment including Active Directory.
- A basic understanding of TCP/IP networks and topologies.
- A desire to understand and implement technology in education.



Terms and Benefits

- Salary £24,000 - £28,000 commensurate with experience.
- Full time role – 37.5 hours per week, 52 weeks a year.
- 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 and an employee assistance programme.



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 addressed to Matt Harris, Director of Information Systems.

The closing date for applications is Friday 1st August 2025 at 12 noon.

Interviews: w/c 18th August 2025

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.