



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

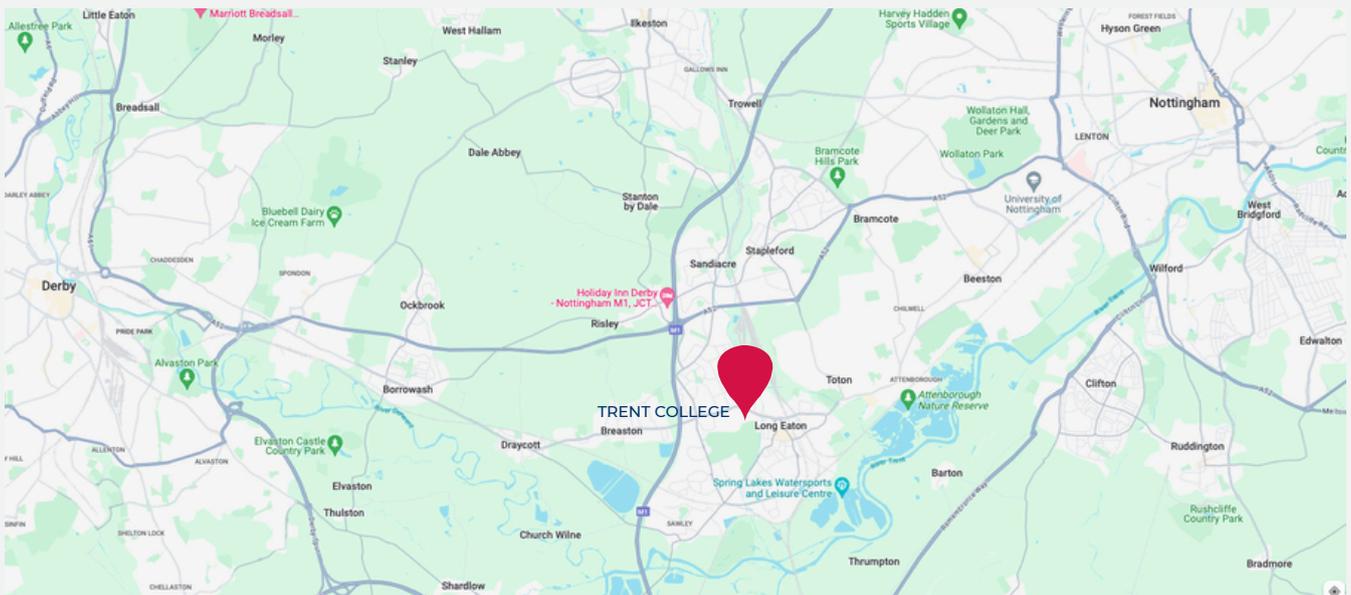
Trent College and The Elms are conveniently situated on the border of Nottinghamshire and Derbyshire.

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 and recruitment services to both Trent College and The Elms. We provide a service Monday to Friday, 08.30 to 17.00 all year round.

You will be an integral member of the HR team, providing day to day HR administration and support services. You will undertake duties across a range of HR activities including recruitment and compliance.

Main responsibilities

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.
- Carry out all pre-employment checks 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.

HR administration:

- Monitor sickness absence and keep accurate records and documentation.
- Oversee, administer and support line managers to complete the probationary process.
- Oversee, administer and support line managers to complete the performance review and development process.
- Monitor fixed-term contracts and their use.
- Responsible for preparing and amending information concerning staff contained within iSAMS and personnel files.
- Contribute towards the continuous improvement of HR processes and practices.
- Be responsible for the leaver process including acknowledging resignations, calculation of annual leave and exit questionnaires/information.
- Produce a range of HR related paperwork and generate letters as required.
- Monitor and respond to AskHR and Recruitment inbox queries in a timely manner.
- Produce data for, and support, the Head of HR in preparing management information reports.

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.

Other:

- Build effective working relationships with staff at all levels.
- Attend all training as required, whether in-school or online.
- Act confidentially with tact and diplomacy.
- Cover for absent colleagues and undertake other duties commensurate with this post **as directed by the Head of HR.**
- Signpost staff to sources of help and support when there are concerns for their mental health and wellbeing.
- Promote a culture of positive HR and employee engagement by building and **maintaining solid working relationships with all staff.**
- 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 an office		X
GCSE grade C/4 or above in Maths and English	X	
An interest in HR and employment law	X	
Very good verbal and written communication skills	X	
Good IT skills with knowledge and experience of Microsoft products, particularly Word, Excel and Outlook	X	
Very good customer service skills	X	
High levels of accuracy and attention to detail	X	
Professional approach with a proactive, 'can do' attitude	X	
Ability to maintain confidentiality. Works with honesty and integrity	X	
Be able to work independently and have very good time management skills	X	
Ability to work under pressure and meet tight deadlines	X	
Friendly and approachable	X	
Right to work in the UK	X	
Willingness to learn, develop and improve	X	



Terms and Benefits

- The salary is £14,722.50 per annum. Salary will increase after 12 months in line with the NMW.
- This is a full-time position (37.5 hours per week); Monday to Friday; based at our Long Eaton campus.
- You will be employed on an apprenticeship agreement. Generally apprenticeships take 18 months to complete.
- 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.
- We provide a range of benefits to support staff including counselling, 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 a completed version to recruitment@trentcollege.net Please also attach a covering letter explaining how you meet the person specification.

The closing date for applications is the 7 July 2025 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.