



TRENT COLLEGE

CANDIDATE INFORMATION





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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www.trentschools.net

Our Location

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

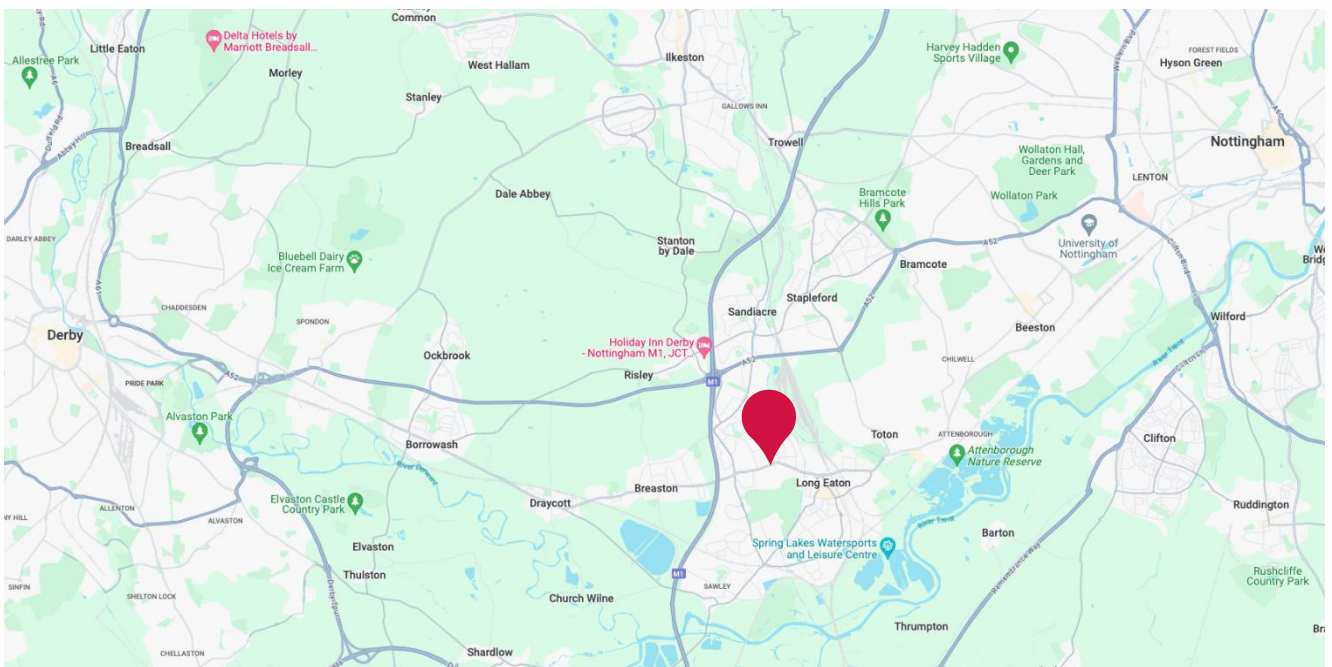
Ideally located at the heart of the UK's motorway system, we are only 2 miles from junction 25 of the M1, which provides easy access to the M42 and A1.

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.



PA to the Deputy Heads



Job Description

Trent College has two Deputy Heads who manage and lead the academic and pastoral provision for more than 600 pupils who attend the senior school. The PA to the Deputy Heads will play a vital role in supporting their work and in support of the aims of the school.

This is a demanding and varied role which requires exceptional planning, organisation and project coordination, a commitment to high quality service and excellent time management.

Key areas of responsibility:

General Administration

- To provide administrative and secretarial support to the Deputy Heads of Trent College.
- To liaise with parents in order to arrange meetings with one of the Deputy Heads.
- To maintain schedules and calendars for the Deputy Heads and to be able to prioritise future commitments to ensure schedules work efficiently and effectively.
- Arrange meetings for suitable dates/times, book venues, equipment and catering, as required by the Deputy Heads.
- Arrange visits/inspection visits and travel for the Deputy Heads and organise lesson cover.
- Arrange lesson observations/meetings/appraisals with staff members for the Deputy Heads.
- Send out information emails to parent groups on behalf of the Deputy Heads and take appropriate action with regards to replies.
- Taking minutes of meetings, as and when required. Preparing minutes, letters, reports as directed by the Deputy Heads.



- Provide support with the administration of some aspects of safeguarding as required.
- Prepare half termly student attendance reports for the Deputy Head (Pastoral).
- Liaise with HR to ensure Deputy Head availability for interview processes and where necessary, for internal additional responsibility recruitment processes, arrange interviews.
- Recruitment, vetting and onboarding of new Parents Association members.

Regulatory Compliance

- To liaise with the Deputy Heads for the compilation of Parts 1 and 2 of the Pre Inspection details and ensure all required information is uploaded to the ISI section of the school website.
- To support the Deputy Heads in their duties to the Head and Governors by monitoring policies and ensuring that reviews and circulation happen in accordance with the published schedule.
- To develop and maintain a log of weekly/termly/annual activities for each Deputy Head.
- Provide all support as required to ensure compliance with the Independent Schools' Regulatory Framework and National Minimum Standards for Boarding.
- To support the Deputy Head (Pastoral) in the administration of pupil Tier 4 student visas including diarising key dates.

Events

- To work collaboratively with the Resources Manager to support preparations for Speech Day.
- Organise the end of term Assemblies as required.
- Support the Deputy Head (Pastoral) with the organisation of the annual school Remembrance Day and carol services.

Other

- To look after the presentation House Trophies in the cabinets, prepare trophies for and return them after Assemblies.
- Liaise with the external provider of houseparent cover for Exeat weekends to ensure appropriate arrangements are made in a timely manner.

This is not intended to be an exhaustive list of responsibilities and duties. It is expected that the post-holder will participate in other reasonable activities which may be required to meet the needs of the school or for better fulfilment of the role.



Person Specification

Criteria	Essential	Desirable
Education, training and qualifications	<ul style="list-style-type: none"> GCSE English grade C / 4 or equivalent. Willingness to undertake training as and when required. 	<ul style="list-style-type: none"> IT and/or Admin Qualification such as ECDL.
Experience	<ul style="list-style-type: none"> Significant experience of working in a varied administrative role. Proficient user of IT, especially Microsoft Office. 	<ul style="list-style-type: none"> Experience of working within the public sector or in an Education environment.
Skills	<ul style="list-style-type: none"> Excellent problem-solving skills and ability to use initiative. Exceptional customer service skills; focusing on customer needs and requirements. Proven ability to share knowledge. Excellent written and verbal communication skills. Strong interpersonal and negotiation skills. Sound time management and organisational skills. 	
Interpersonal skills	<ul style="list-style-type: none"> Emotional intelligence; reading signals and adapting your approach when needed. Self-motivated, positive and enthusiastic. Excellent attention to detail. Ability to communicate effectively with staff, parents, pupils and other stakeholders. Tactful and discreet with the ability to handle confidential information. Ability to work calmly under pressure. Resilient. Assertive yet non-confrontational and a comprehensive communicator. A flexible approach to work, adapting to change at short notice. Professional manner and approach. 	





Benefits

- Staff can enjoy complimentary 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 times.
- A flexible retirement plan run by TPT Solutions (formerly The Pensions Trust), including Death in Service benefit.
- Enhanced sick pay and maternity pay is available to staff.
- Staff are entitled to a 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 and 24/7 online GP consultations.

Terms and Conditions

- The salary is £17,153.50 to £18,473 based on skills and experience. The FTE range is £25,350 to £27,300.
- This is a term-time only role, plus you will be required to work on Speech Day.
- The appointment is on a 1 year fixed term contract from September 2026 to August 2027 and it is anticipated that some if not all the tasks and responsibilities of this role shall be absorbed into our centralised administration hub.





Making an Application

Candidates who wish to apply for this post should apply via our website.

If you have any questions about the role please email recruitment@trentcollege.net or telephone 0115 949 4949 (during term time).

The closing date for applications is included in the advert.

We reserve the right to close this advertisement early if we receive a volume of strong and suitable applications.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The school may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media account names/handles, as part of their application

The post is exempt from the Rehabilitation of Offenders Act 1974. The school is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.



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