



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

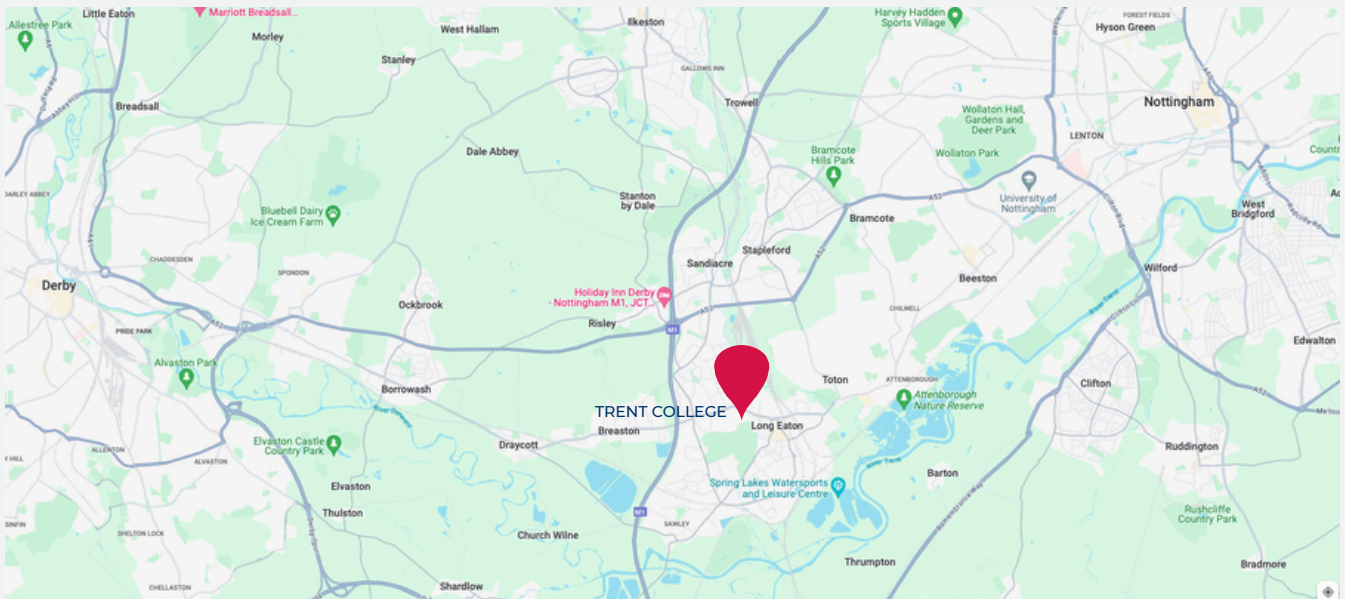
Trent College and The Elms are conveniently situated on the border of Nottinghamshire and Derbyshire.

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.



Marketing Executive (Content & Social)

Job Description

Job Title:

Marketing Executive (Content & Social)

Reporting to:

Head of Marketing

Employer:

Trent College and The Elms, Derby Road, Long Eaton

Basis:

Full time or Part time, Temporary or Permanent

About us

We are a thriving independent school with a strong sense of community and a clear focus on delivering an exceptional experience for pupils and families.

Marketing plays a central role in our success—and you'll be right at the heart of it.

Main Purpose of the Role

To support the Marketing department by creating engaging content and delivering social media activity that promotes the school, enhances its brand, and supports pupil recruitment. The postholder will play a key role in capturing and communicating the day-to-day life of the school through high-quality, creative content.

Key Responsibilities**Content Creation**

- Create engaging written, visual and video content across digital channels
- Capture school life through photography and short-form video
- Produce content for social media, website, newsletters and campaigns
- Ensure all content aligns with brand guidelines and tone of voice

Social Media

- Plan, create and schedule social media content across platforms
- Monitor engagement and respond to comments/messages where appropriate
- Identify trends and opportunities to enhance content performance
- Support the growth and development of the school's social media presence

Campaign Support

- Support the delivery of integrated marketing campaigns (e.g. Open Events)
- Create content that aligns with campaign objectives and messaging
- Work collaboratively with the wider team to deliver joined-up activity

Content Planning

- Support the development and maintenance of the content calendar
- Ensure a consistent and balanced flow of content
- Identify and develop new content opportunities across the school

Other Duties

- Work closely with colleagues across the school to source content and stories
- Support coverage of school events (including occasional evenings/weekends)
- Maintain the photographic and content library
- Adhere to brand guidelines and school policies (including safeguarding and image consent)
- Undertake any other reasonable duties as required

Skills & Experience

Essential

- Experience creating content using photography and video editing skills
- Strong written and verbal communication skills
- Good organisational skills and attention to detail
- Interest in social media and digital marketing

Desirable

- Experience managing social media accounts
- Experience using scheduling tools such as Hootsuite
- Experience using tools such as Canva or Adobe Creative Suite
- Experience using CMS platforms (e.g. WordPress)

Personal Attributes

- Creative and proactive
- Enthusiastic and willing to learn
- Strong team player
- Confident working in a busy environment
- Strong eye for detail



Terms and Benefits

- Full-time – 37.5 hours per week all year round. Part-time hours or an alternative work pattern may be considered for the right candidate.
- 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 Rachael Taylor-Reay (Head of Marketing).

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

We are keen to appoint to this role promptly and encourage early applications.

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.