



# 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](http://www.trentschools.net)

## Our Location

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

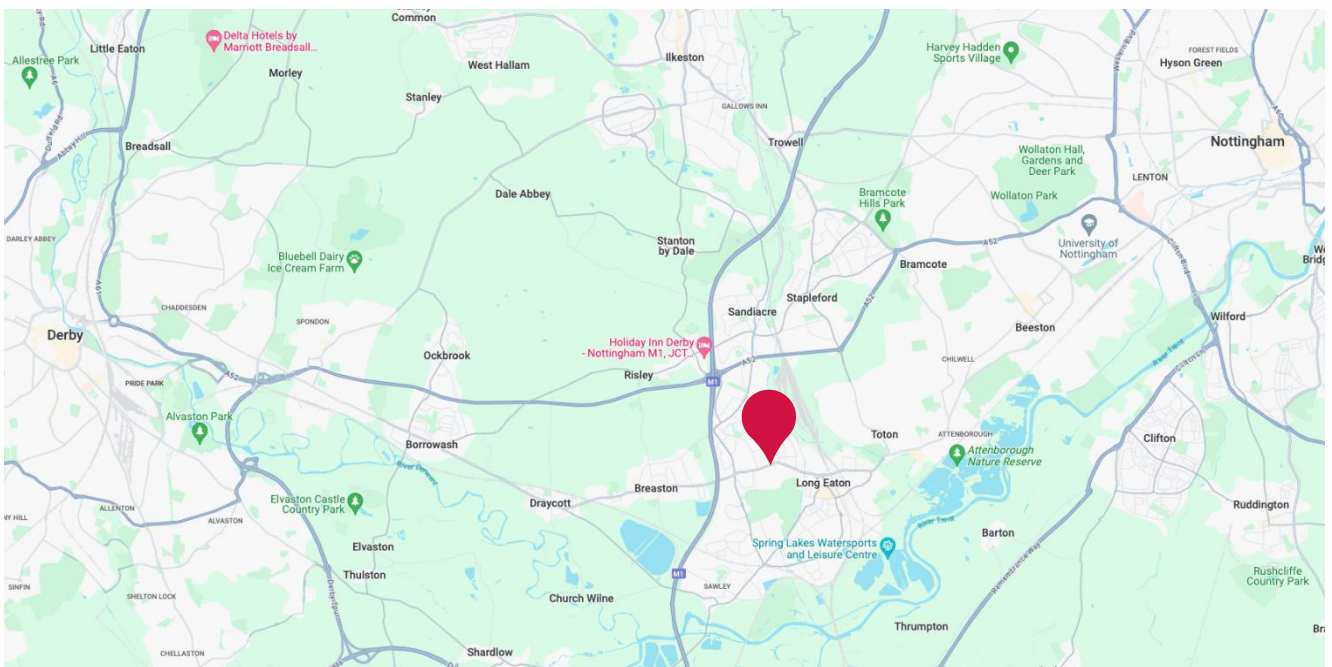
Ideally located at the heart of the UK's motorway system, we are only 2 miles from junction 25 of the M1, which provides easy access to the M42 and A1.

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.



# Pupil Services and Database Officer



## Job Description

The **Administrative Support Department** contributes to the activities of all areas of the school and to the successful outcomes of all children at the school, from the Nursery and Pre-School, through The Elms Junior School and to the Sixth Form Years at Trent College.

Objectives of the department and the roles within it include the following:

- to maintain a professional, welcoming, and courteous environment that promotes excellent customer service to all stakeholders;
- to contribute to the smooth running of administrative support to the school;
- to embrace new ways of working to support the whole school, that will allow an efficient and effective service to all stakeholders;
- to ensure that the administrative team's work contributes to a culture of maintaining regulatory compliance at all times. This includes in matters of pupil safeguarding, health and safety, pupil absence management, data protection and confidentiality.

### Purpose

The Pupil Services and Database Officer will provide support in achieving all formal pupil record keeping within the School Management Information System (currently ISAMS), to include registration, attendance management, pupil reports, reward and conduct management, effective timetable set up and management, and any other necessary data.

The Pupil Services and Database Officer will provide a welcoming and well-organised service in the Pupil Reception and Welfare area (at Trent College).



## Responsibilities

Core responsibilities of the role in the context of whole department outcomes are listed below but are not exhaustive.

### Key Responsibilities

#### 1. Data Management & iSAMS Administration

- Support the Pupil Database Manager in maintaining iSAMS data integrity, helping to ensure pupil information remains accurate, up to date and compliant across all year groups (Nursery to Year 13).
- Provide support, guidance and basic training to staff on iSAMS processes and functions.
- Liaise with IT where required to support smooth operation of school data systems.
- Assist with maintaining staff lists, photos and associated records in collaboration with HR.
- Support the annual rollover process in iSAMS, helping to set up the new academic year, transfer subject sets/forms and ensure appropriate staff access.
- Upload and maintain data in the WisePay and Cunninghams Cashless Catering systems on a timely basis, ensuring the accuracy of data available. Train staff on the use of the systems when required. Liaise with stakeholders when queries arise.
- Assist with planning and managing parents' evenings, including booking systems, logistics and on-the-day support.
- Assist with queries, resolve issues and provide support in relation to the school connect portal.

#### 2. Timetable, Registration & Attendance

- Support the Pupil Database Manager in the accurate setup and ongoing maintenance of the school timetable for staff and pupils.
- Assist with pupil registration and absence management, working closely with the Resources Manager regarding communication with parents.
- Help to log and communicate pupil Leave of Absence (LOA) requests.
- Assist with regulatory compliance for Tier 4 visa management, including attendance tracking and travel documentation.

#### 3. Pupil Information, Tracking & Pastoral Records

- Assist in capturing and updating pupil information, including photographs, biometric data and relevant identifiers.
- Support accurate recording of pupil rewards, conduct data, awards and sanctions.
- Help arrange and administer pupil surveys, forums and produce basic analysis of results.

#### 4. Pupil Reception

- Provide a welcoming and well-organised service in the Pupil Reception and Welfare area (at Trent College), ensuring pupils are signed in and out accurately, supervised appropriately while waiting, and handed over safely to parents or carers when required during the school day.
- Schedule medical centre appointments accurately and ensure communication with medical staff, pupils and parents is clear and timely.



## **5. Compliance & Inspections**

- Support the collation, organisation and maintenance of inspection evidence, ensuring documentation meets regulatory standards.
- Assist with compliance processes relating to data management, attendance and safeguarding records.
- Work with the Head's Executive Assistant to support completion of the annual school census and maintain required data.

## **6. General Responsibilities**

- Provide flexible administrative support, undertaking reasonable ad hoc tasks as required.
- Contribute to ongoing improvements to administrative systems and processes, supporting efficient management of pupil and staff data.
- You may be expected to deputise in the absence of the Pupil Database Manager.



# Person Specification

## Qualifications

### *Essential*

- GCSE (or equivalent) in English and Mathematics.
- Evidence of ongoing professional development relevant to data administration, information systems or school operations.

### *Desirable*

- Further or higher-level qualifications in data management, administration, IT or related fields.
- Training or certification in iSAMS or similar MIS platforms.

## Experience

### *Essential*

- Working in an administrative, data management or information systems role.
- Handling sensitive or confidential information with discretion.
- Providing user support or training on systems or processes.

### *Desirable*

- Working within a school or educational environment.
- Supporting timetable administration, attendance or pastoral data.
- Experience of a pastoral role within an educational setting.

## Knowledge & Skills

### *Essential*

- Strong understanding of data accuracy, data protection principles and confidentiality.
- Good IT proficiency (e.g., MS Office Suite).
- Ability to understand and navigate complex information systems.
- Strong organisational skills and ability to manage multiple tasks simultaneously.
- Excellent attention to detail and accuracy in data entry and record-keeping.
- Effective communication skills, both written and verbal.
- Ability to analyse information and present it clearly for staff use.

### *Desirable*

- Knowledge of iSAMS or other school MIS platforms.
- Understanding of pupil attendance requirements, safeguarding record-keeping or Tier 4 visa compliance.
- Awareness of school regulatory frameworks and inspection processes (e.g., ISI/Ofsted).



## Personal Qualities

### *Essential*

- A proactive, solution-focused approach to work.
- Commitment to maintaining high standards of accuracy and efficiency.
- Ability to work calmly under pressure and to tight deadlines.
- Strong interpersonal skills and a collaborative working style.
- High levels of integrity, reliability and professionalism.
- Willingness to learn new systems and processes quickly.
- Flexibility to support a wide range of administrative and operational tasks.

### *Desirable*

- Interest in improving processes and contributing to system development.
- Confidence supporting colleagues and guiding best practice.

## Other Requirements

### *Essential*

- Commitment to safeguarding and promoting the welfare of children and young people.
- Willingness to undertake training as required.
- Ability to work occasional additional hours during peak periods.





## 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 defined contribution pension scheme is available to join, provided by AVIVA, with a generous employer contribution. Members also benefit from death in service and income protection.
- 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 for this role is between £22,890 to £26,980 per annum (this is the actual salary), depending on experience.
- Permanent role, working term time plus 3 weeks within the school holidays.





## Making an Application

Candidates who wish to apply for this post should complete the online application form via My New Term.

If you have any questions about the role please email [recruitment@trentcollege.net](mailto: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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Trent College, Derby Rd, Long Eaton, NG10 4AD