



THE ELMS

CANDIDATE INFORMATION





Welcome

The Elms is an independent co-educational school for children aged from 6 weeks to 11 years old. Located in Long Eaton, Nottinghamshire, The Elms is part of Trent College, and enjoys a beautiful, shared 45-acre campus with state-of-the-art facilities, including modern classrooms and sports facilities, as well as dedicated Nursery and Pre-School buildings, and wonderful outdoor learning facilities.

The Elms journey begins in the Nursery, which was recently rated 'Outstanding' in all areas. Here learning through play and exploration builds confidence and curiosity about the world around them.

As children progress through the school, the focus on exceptional pastoral care and inspirational teaching, along with a vast array of enrichment opportunities, ensure that our children leave us with the independence and resilience to embark successfully upon their senior school education.

Rated 'Excellent' across the whole school by the Independent Schools Inspectorate in 2021, 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 and our pupils are happy and flourish.



Our Location

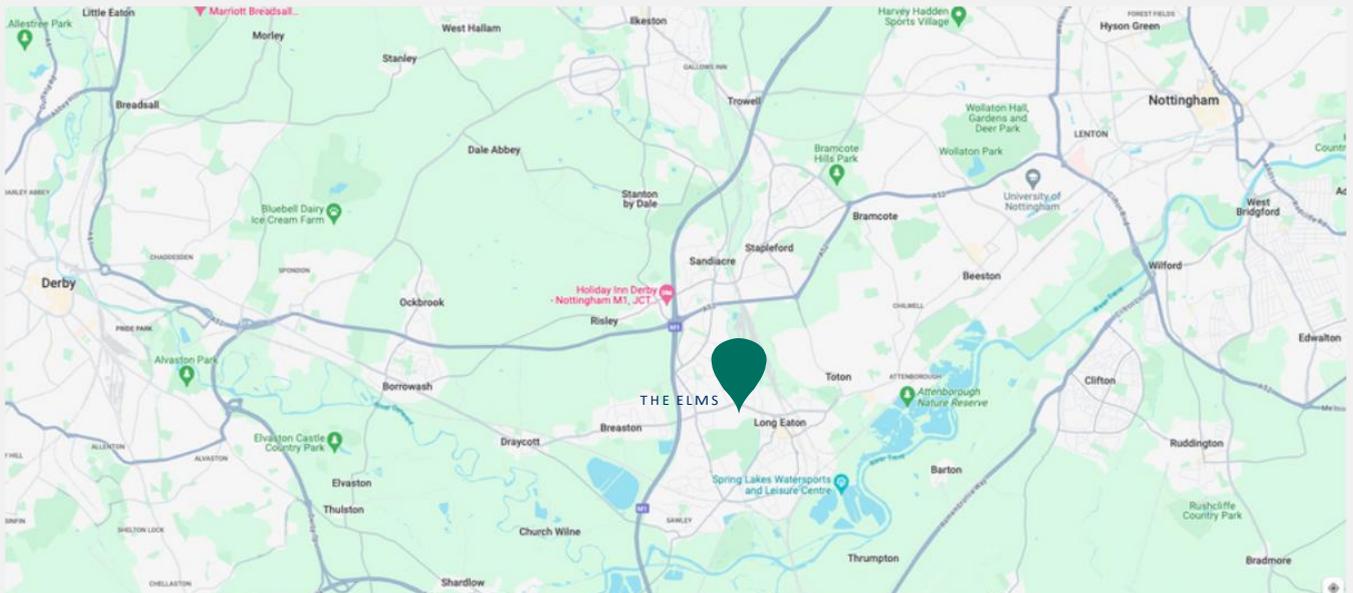
Trent College and The Elms are conveniently situated on the border of Nottinghamshire and Derbyshire.

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 could n'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

- To supervise children eating their lunch in the dining hall (The Obolensky) followed by playground supervision or in inclement weather in the school building.
- To deal with unruly or unsafe behaviour in accordance with the school behaviour policy and where necessary report difficulties to the relevant member of the leadership team or teaching staff.
- To assist children with lunches in the school dining hall.
- To mop up or wipe spillages from the floor surfaces or meal tables as necessary.
- To ensure that the dining areas are left in a tidy condition.
- To ensure that any injury or sickness of pupils in the playground is dealt with immediately and to refer children to the medical centre for treatment if appropriate.
- To make sure that any accidents involving injury are written up on an accident form.
- To ensure that any health and safety hazards noted are reported.
- To monitor children on the playground/field during lunch breaks and to encourage play amongst the children.
- To ensure that every child has had a lunch.
- To ensure that no pupils remain in outside areas when afternoon lessons are due to begin and that no child is in the school building without a member of staff during the lunch break period.
- To be aware of the school's safeguarding policy and to attend safeguarding training sessions as required.
- Any other duties as may be reasonably requested to reflect the changing needs of the school and the requirement to provide a safe environment for the children.

This is not an exhaustive job description and may be subject to change according to the needs and development of the role. It is expected that the post holder may undertake such other duties as may be reasonably be requested.



Terms and Benefits

- 7.5 hours per week – Monday to Friday – all year round.
- 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, an employee assistance programme, 24/7 online GP consultations and dentist consultations.



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 Sarah Shakespeare.

The closing date for applications is Friday 25th April 2025.

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

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