



# 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

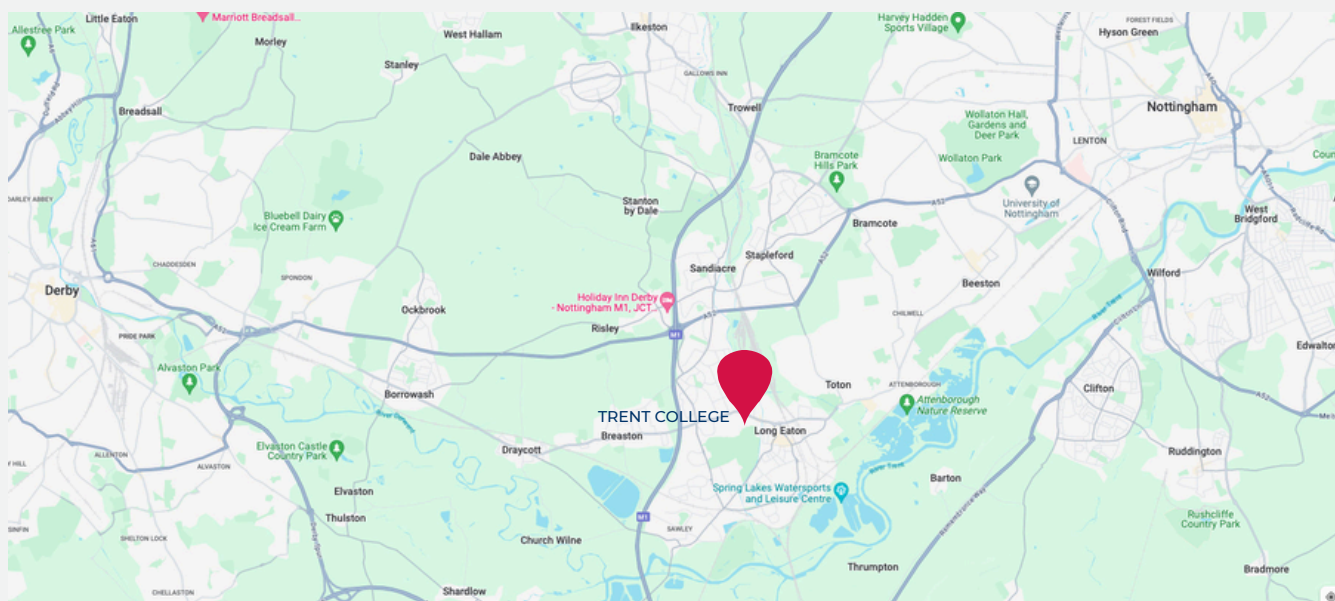
Trent College and The Elms are conveniently situated on the border of Nottinghamshire and Derbyshire.

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.



# Music Administrator

## Job Description

### Music Administrator

#### Summary of Responsibility

The Music Administrator's main role is to support the Director of Music with the daily running of the Music School, communicating with parents, pupils and staff, and providing clerical and administrative support to the Director of Music as required.

#### Main Responsibilities:

To assist the Director of Music in all aspects of an administrative and clerical nature related to music at the Trent College Music School including:

##### 1. Staff Liaison.

- Liase with peripatetic staff. First point of call with the staff as they arrive for their days teaching.
- Notify teachers of known pupil absences and changes to the day's events/ music lessons/ ensembles and room bookings.
- Ensure peripatetic staff are informed in advance of the school timetable and events which may affect their lesson timings to ensure that all lessons run smoothly
- Keep staff liaison books and folders up to date, and deal with issues as they arise, informing the DOM as necessary.

(The periods between 08:15 – 09:00, 12:50 – 13:50 and 16:00 – 16:30 are crucial times in the music school office for enquiries regarding lessons and ensembles, therefore attendance at this time is extremely important). Lunch should be taken between 11:50 – 12:20.

##### 2. Parent Contracts.

- Prepare parents contracts regarding instrumental tuition. This is reviewed with DOM and new contracts are issued periodically together with ensuring accurate records are kept of any notice given.

##### 3. Music Charges

- To keep records of the music charges, and to prepare the end of term information for charging to pupil accounts in consultation with the Director of Music. These include lesson charges, examination fees, hire charges and additional miscellaneous items.

##### 4. Salary Predictions/Weekly Minutes

- Assist the DOM with salary predictions and adjustments for the peripatetic staff at the beginning and end of each term.
- Logging Weekly Minutes on to spreadsheet provided by accounts

##### 5. Outgoing Expenditure

- In conjunction with the Director of Music, keep an accurate and up-to-date record of outgoing expenditure from the various budgetary codes. Ensuring that this database is in line with the agreed annual budget.

## **6. Instrument Rental**

- To keep accurate and up-to-date instrument rental records, prepare rental agreements and inventories. Liaise with staff, parents and pupils over hired instruments.

## **7. Performances**

- Assist with the organisation of any concerts, productions, rehearsal schedules, room bookings, liaising with relevant people on Trent College campus as necessary, (e.g catering, marketing, school office).
- Produce invitations to concerts, productions and prepare programmes for the events.
- Ticket Bookings

## **8. External Examinations**

Liaise with DOM and peripatetic staff regarding external examination entries:

- Organise/ arrange examiner bookings to Trent College music school
- Collate examination entries for external examinations
- Check examination bookings and confirmations
- Inform parents of examinations to be taken via letter
- Prepare timetables and inform teachers, pupils and parents of timings
- Check spellings on certificates prior to presentations to pupils

## **9. Pupil Instrumental Reports**

- Assist DOM by collating the termly Pupil Instrumental Reports
- Oversee the peripatetic with regards to deadlines, completion and publication.

## **10. Musical Equipment**

- Create and maintain an up to date inventory of all Musical equipment and resources

## **11. Ensembles**

- Assist with the administration (ie pupils attending / registers) for lunch time ensembles; liaise with form tutors, peripatetic staff and pupils with any changes.

## **12. Accommodation**

- Regularly check all music teaching areas regarding Health & Safety and cleanliness issues and report any maintenance/ cleaning issues to maintenance department.

## **13. Music School Calendar**

- In consultation with the DOM, publish a detailed annual timetable of events for the music school, amend as necessary and inform all staff of changes as early as possible.

#### **14. Ordering**

- Order of music/ equipment as directed by the DOM, and check all the deliveries prior to forwarding invoices for payment.

#### **15. Security**

- Operate sign in/ sign out system for all music rooms
- Ensure Trent College security policies are adhered to inside the Music School (for example – with regard to wearing security passes, visitor badges etc).

#### **16. Database**

- Maintain the Music School database with regard to individual pupils and their musical achievements.
- Update exam results and relevant pupil information.

#### **17. The Elms**

- Liaison with The Elms Music Administrator re Scholarship information
- Liaison with The Elms Music Co-Ordinator / Music Administrator re transition information and events.

#### **17. General**

- Photocopying and any general clerical tasks
- To have an understanding of the Data Protection Act and other legislation to ensure confidentiality and records maintained
- To liaise with the school medical centre and first aider in relation to pupil welfare
- Any further tasks that may be reasonably requested by the Director of Music which fit within the general area of the post.

# Person Specification

## **Music Administrator**

### **Full Time Permanent**

### **£12.27 per hour**

Trent College is a successful, selective day and boarding school where academic excellence, sporting achievement, musical accomplishment and participation in the arts are all highly prized.

We are seeking to appoint an experienced, enthusiastic and highly organised Administrator to provide comprehensive support to the Music Department.

The ideal candidate will possess excellent communication skills, have a confident and reassuring presence and be able to cope well under pressure. Although previous experience is desirable, full training will be provided.

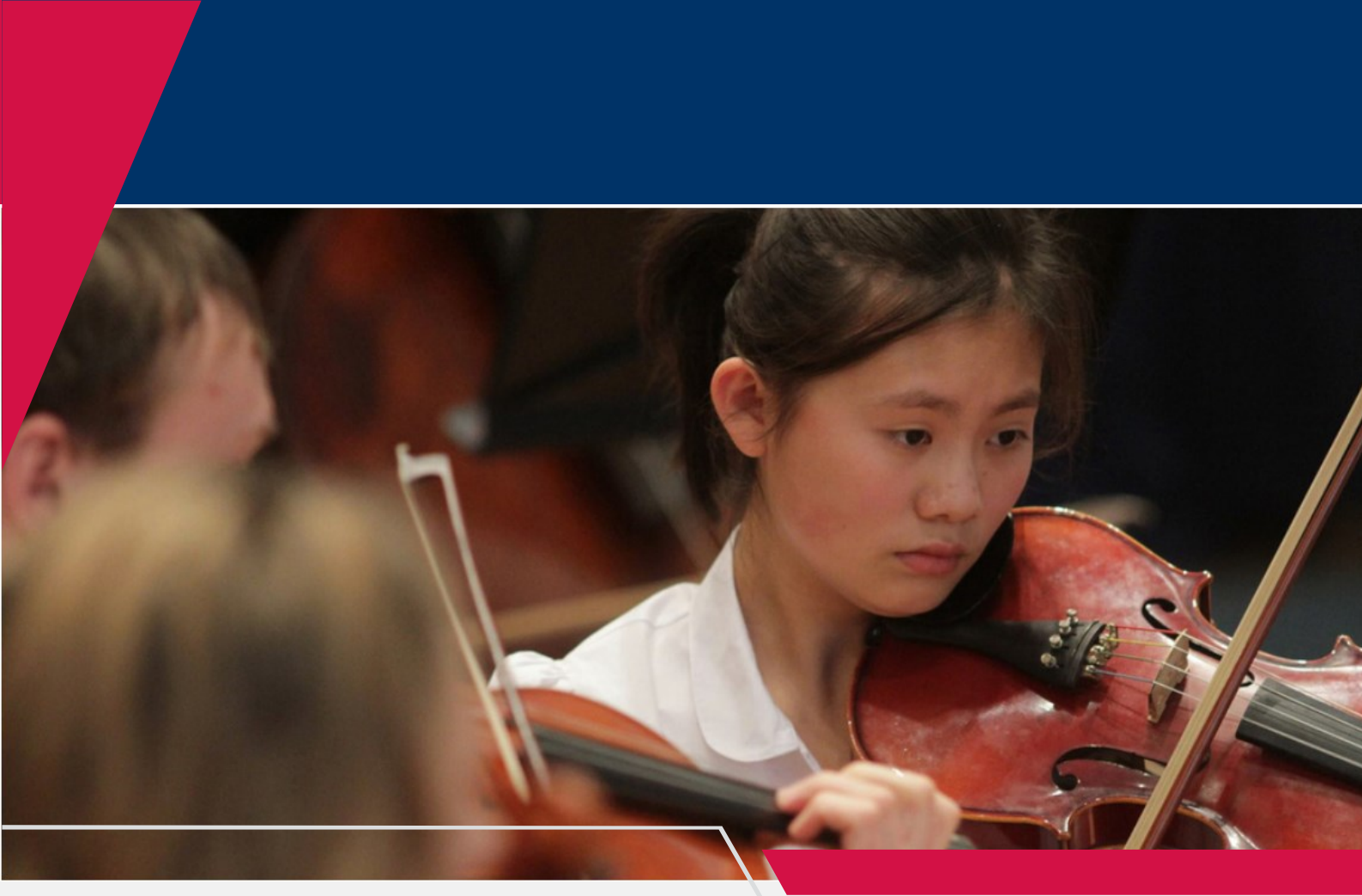




## Terms and Benefits

- Full time, permanent.
- 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 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 is available to all staff and the role provides access to private medical insurance.
- 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

Further information can be found in the recruitment brochure on our website.

To apply for this vacancy please download an application form from our website ([www.trentschools.net](http://www.trentschools.net)) and email it to [recruitment@trentcollege.net](mailto:recruitment@trentcollege.net) along with a covering letter addressed to Nick Parrans-Smith, Director of Music.

We offer a competitive salary and benefits package which includes a generous school fee discount, parking and complimentary use of the excellent leisure and dining facilities.

Closing date for applications: 20<sup>th</sup> October 2025

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

If you have any questions, please email [recruitment@trentcollege.net](mailto:recruitment@trentcollege.net) or telephone 0115 849 49 49 during term time.

*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)*