



# TRENT COLLEGE

## CANDIDATE INFORMATION



# 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.

# CANDIDATE INFORMATION

## Our Location

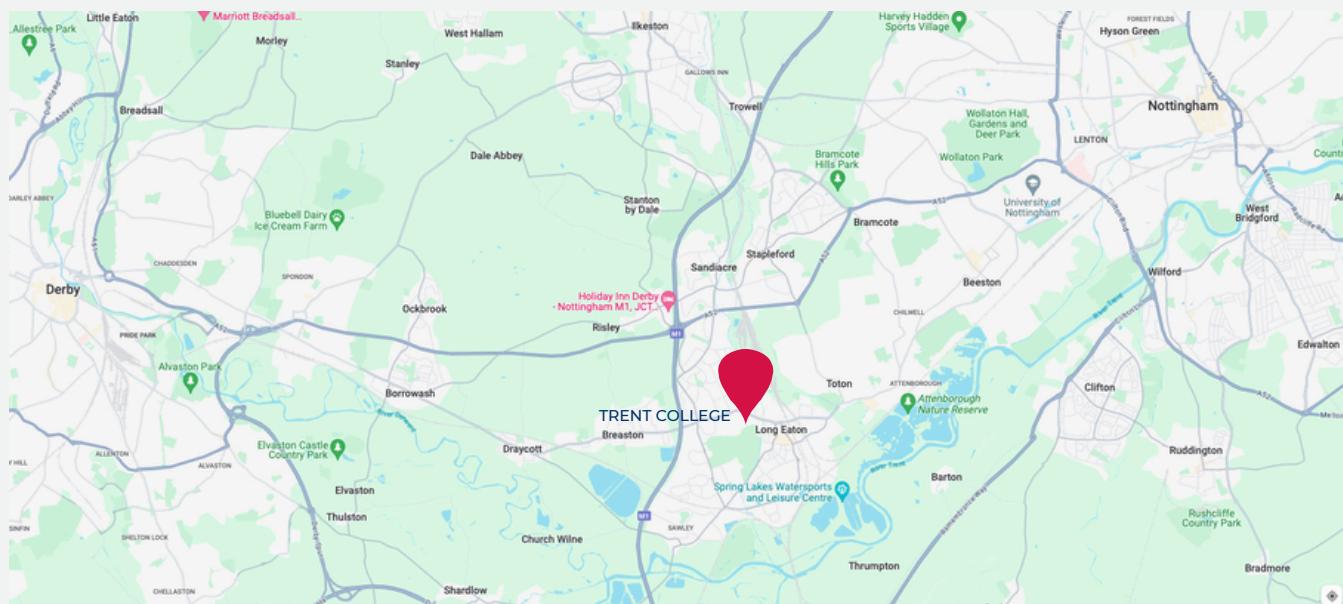
Trent College and The Elms are conveniently situated on the border of Nottinghamshire and Derbyshire.

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.



# Lead Invigilator

## Job Description

Fixed term contract from January 2026 until July 2026

About the role:

The fundamental role of the Lead Invigilator is to ensure that the planning and running of internal and external examinations is conducted efficiently and in the best interests of candidates and in accordance with all regulations as laid down by awarding bodies.

The role involves close liaison with the Examinations Officer and the Assistant Examinations Officer.

The main tasks associated with this role are:

- Be thoroughly familiar with and ensure compliance with JCQ and other regulatory bodies' documentation including the preparation of mandatory policies.
- Undertake necessary planning, information gathering and sharing of information including the signposting of regulatory and awarding bodies' documentation to other staff.
- Ensure that external and internal examination papers are kept secure in line with regulatory requirements and that completed papers are returned to the Examinations Officer or the Assistant Examinations Officer.
- Work with the Head of HR in recruitment of an invigilation team to ensure the necessary training is planned and delivered.
- Management of the Invigilation Team; drawing up a rota of invigilators for all exam sessions.
- Ensure that all exam access arrangements are in place for candidates at the time of the examination.
- Attending, when appropriate, inset days organised by the examination boards and other relevant agencies.
- Plan and co-ordinate internal school exams in conjunction with the Deputy Head (Academic), HoDs and HoYs.

Working Hours

- The post holder will be required to work Monday to Friday flexibly with variable hours subject to exam timetables.
- During the internal and external examination periods the post holder will be required to work such hours as is necessary to fulfil the role.
- The post holder will be required to work on days that are required to ensure that University Admissions Tests can be administered efficiently and effectively.
- It is estimated that the total number of hours required annually to fulfil this role is 400.

Line Management

The Lead Invigilator is line managed by the Examinations officer.

When the Examinations Officer is not available this line management moves to the Deputy Head (Academic).

The Lead Invigilator line manages the team.

# Person Specification

We are seeking a Lead Invigilator with strong organisational skills, attention to detail, and the ability to lead a team effectively.

## Essential

- Previous experience as an invigilator in internal or external examinations.
- Supervising or coordinating a team.
- Roles requiring strict procedures and confidentiality.
- Understanding of JCQ regulations and examination protocols.
- Knowledge of safeguarding and student welfare during exams.
- Basic IT skills for reporting and communication.
- Calm, authoritative presence in high-pressure situations.
- Excellent communication and interpersonal skills.
- Reliability, integrity, and discretion.

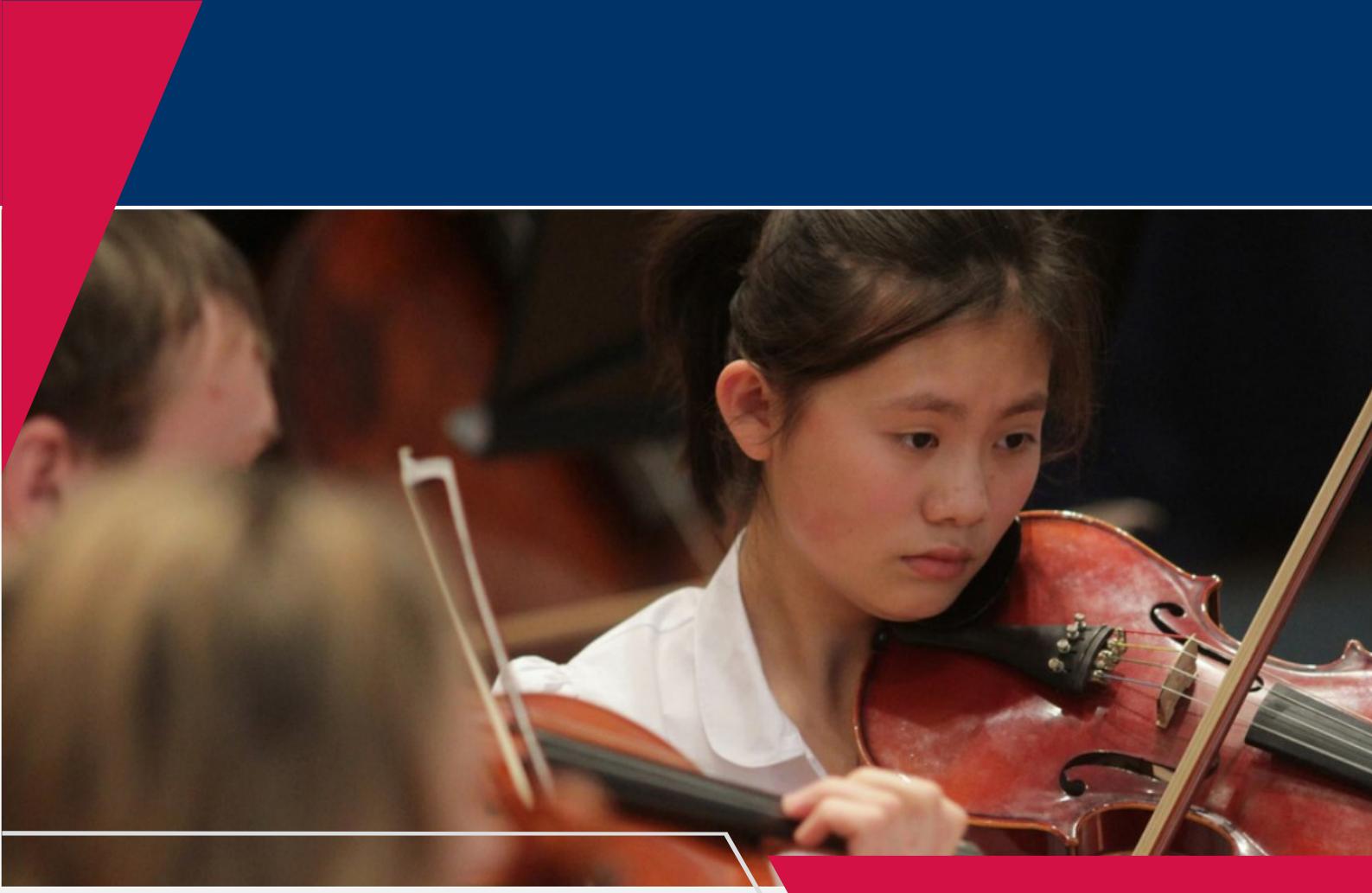
## Desirable

- Experience as a Senior Invigilator or in an educational leadership role.
- Managing rotas or schedules.
- Handling incidents or emergencies during examinations.
- Familiarity with school MIS systems (e.g., iSAMS).
- Awareness of accessibility requirements in exams.
- Ability to adapt quickly to unexpected changes.
- Confidence in decision-making and problem-solving under pressure.



## Terms and Benefits

- Fixed term contract from January 2026 until July 2026
- 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

If you are enthusiastic, organised, and enjoy delivering excellent service in a vibrant school setting, we would love to hear from you.

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

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.

Closing date : 5 January 2026

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.