



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

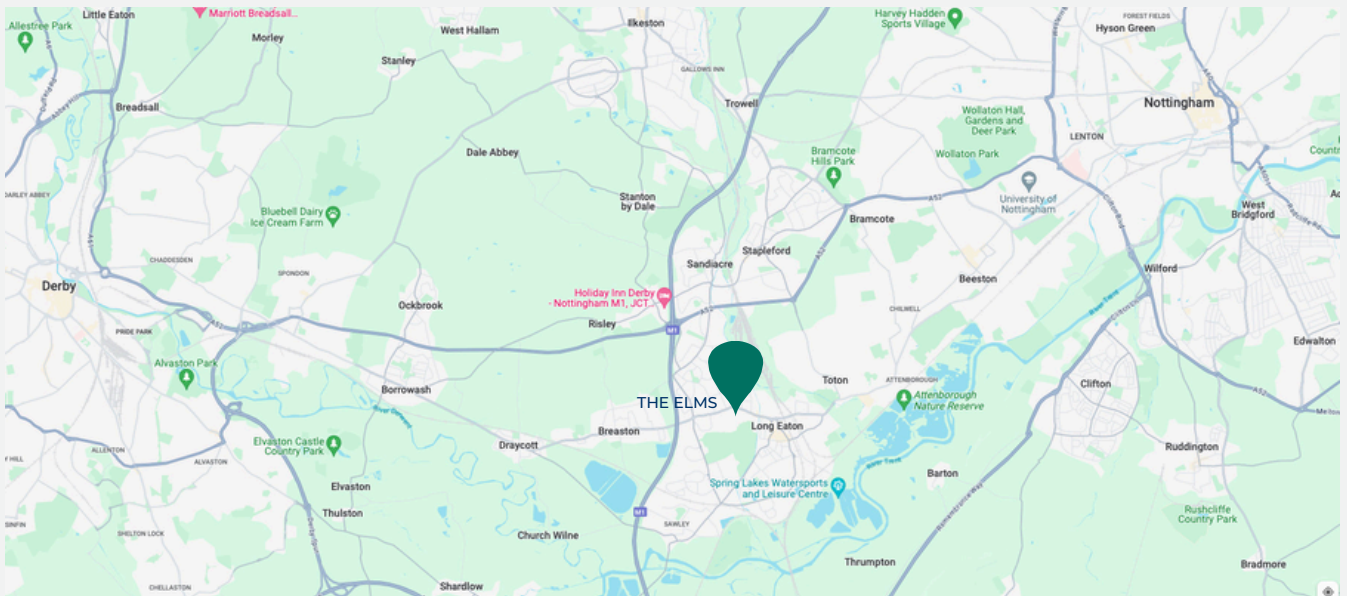
Trent College and The Elms are conveniently situated on the border of Nottinghamshire and Derbyshire.

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 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.



Job Description

- To work alongside the Nursery Leader and staff team to ensure that The Elms Nursery provides the highest possible care to children in our setting.
- To work with reference to current legislation, Ofsted and ISI guidance, and EYFS. To ensure that health and safety and security measures are constantly upheld, monitored and maintained, within the nursery environment.
- To plan and deliver activities that meet the EYFS that are suitable to the age range of children in your care and individual requirements.
- To work with staff members, parents, and outside professionals to meet the needs of all children.
- To be responsible on a day-to-day basis for the safety and care of children, working in line with all policies and procedures to the highest standards.
- Be pro-active in safeguarding and child protection.
- To record your key children's developmental progress in line with nursery procedures, and the EYFS.
- To work with parents to maintain good relationships and meet the needs of all children and families.
- To work as part of a team, sharing duties and can work independently.
- To develop good working relationships with parents and treat any information regarding families and children in strictest confidence, unless there are safeguarding concerns.
- To attend ALL out of working hour's activities, e.g. training, staff meetings, parent's evenings, events, etc.
- To be flexible within your role to help other members of staff where required.
- To undertake domestic jobs within the nursery where required e.g. preparation of snack meals, cleaning of equipment, putting out bins, doing the laundry, etc. when required.
- Use Tapestry to complete observations, weekly write ups and daily diaries.
- To constantly strive to improve your practice by attending relevant training courses.
- On a daily basis feedback to parents through written and verbal communication.

SPECIFIC TASKS

- Communicate on a level which children understand and react to, allowing them time to make decisions and choices regarding their activities.
- Allow all activities to be fun with children being allowed to explore as many aspects of activities as they chose.
- Planning, setting up and clearing away daily activities in line with planning and routines.
- Changing nappies, toileting and keeping children clean. Providing support and care for children as required.
- To encourage children to become independent through allowing them to make choices and encouraging participation with setting up and clearing away during activities and mealtimes.
- Carry out daily risk assessments in line with nursery procedures
- Maintaining high standards of hygiene and safety which are appropriate for the needs of the children.
- To ensure The Elms Nursery meets the needs of individual children from differing cultures and religious backgrounds, and stages of development, ensuring that all children are treated with respect and given equal opportunities.



Terms and Benefits

- Competitive salary.
- 42.5 hours per week – Monday to Friday – all year round.
- 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, 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 Hannah Longmuir, Nursery Leader.

The closing date for applications is Friday 8 May 2026 at 12.00pm.

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.