



DIOCESE OF BRENTWOOD – PRIMARY SCHOOL LINK ADVISER

Terms and conditions of employment

Responsible to: The Diocesan Director of Education (DDE), the designated Episcopal Vicar and the Diocesan Board of Education (DBE).

Reporting to: the DDE and Episcopal Vicar.

Salary: c £49,000 - £55,000 (FTE) depending on experience plus related work expenses in line with Diocesan policy and practice.

Working commitment: Flexibility is the keynote and this full-time role will be open-ended, but the post-holder may be required to work non-office times in order to meet the reasonable requirements of the role, which may include evenings and occasional weekends.

Location: The post-holder will be based at the Diocesan Education Department Offices at Cathedral House, Brentwood. The nature of the role requires regular travel around the Diocese, and sometimes nationally. The post-holder is expected to have access to private transport. Appropriate technology will be provided to assist remote working.

Annual Leave: The post is term time only plus an additional 15 days to allow for strategic planning, training and collaborative working with other advisers. This means that leave should be taken during school holidays.

Pension: The Diocese will make a contribution of 10% of salary to a recognised pension scheme.

Notice period: 3 months.

Expenses: At Diocesan rates of mileage and overnight accommodation if required.

Contract: The contract of employment will be with the Charitable Trust of the Diocese of Brentwood.

Safeguarding: The appointment is subject to a satisfactory Enhanced DBS disclosure.

Right to work: The post-holder must have proof of the right to reside and work in the UK.

General Occupational Requirement: There is a genuine occupational requirement that the post-holder must be a practising Catholic.