



## **DIOCESE OF BRENTWOOD – PRIMARY SCHOOL LINK ADVISER**

### **Terms and conditions of employment**

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

Reporting to: the DDE.

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 or Part-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 very 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 5 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 where 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.