

TRINITY COLLEGE BRISTOL
TERMS AND CONDITIONS OF EMPLOYMENT

Job Title: EA to Executive Director & People and Safeguarding Co-ordinator

Place of work: Trinity College, Stoke Hill, Stoke Bishop, Bristol BS9 1JP

Salary: Annual salary in the range of £25,000 to £26,000, depending on relevant experience

Pension: There is eligibility to join a non-contributory pension scheme

Working hours: Full-time, Monday to Friday (normal hours 8.30 to 5.00 or 9.00 to 5.30); less than full-time (to be discussed); or two part-time positions.

Holiday entitlement: 23 days per annum plus bank holidays plus the days between Christmas and New Year when the college is normally closed.

Lunches: Lunches may be taken free of charge in college with the college community (except when the kitchen is closed during some vacation weeks)

Parking: Free in college grounds

Probationary period: Three months

Notice: Three months' notice by employee or employer after successful completion of probationary period

Medical report: The appointment is subject to a satisfactory medical report

Sickness: Standard terms are available for reference in our Employee Handbook

Disciplinary and grievance: Standard procedures are available for reference in our Employee Handbook