



Exeter  
Cathedral



# Chorister Chaperone *Application pack*



**Title:**

Chorister Chaperone (paid)

**Department:**

Liturgy and Music

**Reporting to:**

Choir Administrator and Chaperone

**Hours of work:**

Part-time, 13 hours per week  
in choir term (37 weeks per year)

**Salary:** £14 per hour (c. £6,734 p.a.)

**Contract type:**

Permanent

**Location:**

Exeter Cathedral



## Purpose of the role

To support the Director of Music/Assistant Director of Music/Choir Administrator in caring for the choristers' welfare requirements when singing and to ensure health and safety protocols, and adhere to good Safeguarding practices.

## Duties and responsibilities

- To attend afternoon rehearsals and Evensong on weekdays, and morning and afternoon services on Sundays, during choir term, Holy Week and major festivals.
- To report any accidents/concerns/observations regarding a chorister to the Director of Music/Assistant Director of Music/Choir Administrator or parent when transferring the responsibility for the care of the choristers.
- To liaise with the Choir Administrator to ensure cover of services by volunteer chaperones.
- To ensure the choristers are neat and tidy prior to assembling for services.



- To take a lead on ensuring choristers are cared for, should they be taken ill or need to leave a rehearsal or service.
- To make a weekly report to the Choir Administrator of any welfare concerns.
- To receive any reports from volunteer chaperones.
- To follow the Cathedral's policy and processes for Safeguarding.
- Raise any Safeguarding concerns with the Cathedral's Safeguarding Officer.
- Any other duties reasonably required by your Line Manager.

## Safeguarding

- All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Cathedral and precinct. This will include adherence to policies and procedures, following good practice in relation to their own behaviour and conduct and undertaking any safeguarding duties commensurate with their specific role. All staff will be expected to successfully complete safeguarding training as part of their induction.
- To commit to continuous safeguarding training for yourself and champion this as part of your role
- To liaise with the Cathedral Safeguarding Officer, the Cathedral Safeguarding Lead and the COO in respect of any safeguarding incidents or concerns.
- **Please note that an enhanced Disclosure & Barring Service (DBS) check will be required for this role, and the post will be subject to this clearance.**





## Working pattern

This role is part-time (13 hours per week). During academic term-time, the normal pattern will be as follows: Mon, Tue, Thu, Fri: 16:20-18:20. Sun: 0830-11:15 and 14:45-17:00.

During term-time, some flexibility will be needed for (very) occasional Saturday or evening work, particularly in December.

Additionally, the Chaperone (paid) will be expected to work during "choir terms", including in the week before Christmas, including Carol Services and Christmas Day services, and in Holy Week, Easter Day and Easter Monday services.

## Candidate profile

### **Essential:**

- Able to use initiative and judgement.
- A positive, friendly, helpful attitude.
- Experience of working with children.
- A willingness to train in safeguarding procedures and first aid, and to keep this training up to date.
- Excellent communication and customer service skills. | *Continued* >

**Desirable:**

- Enthusiasm for the Cathedral and its musical ministry.
- Experience in a liturgical environment.
- Experience of working with a Cathedral or large church environment.
- Experience of working in an educational environment.
- Experience of following good Safeguarding practice with children and young people.
- First aid qualification. Training will be provided if necessary.

## Benefits

- Exeter Cathedral will match up to 5% of your contribution to your pension plan (provided it is HMRC approved).
- Childcare Voucher Scheme.
- Holiday entitlement - 30 days including Public Holidays per annum pro rata.
- 10% discount in our shop and café
- Complimentary tickets to our in-house concerts (limit applies)





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## How to apply

Please complete the application form, available on our website at:

[www.exeter-cathedral.org.uk/about-us/vacancies/](http://www.exeter-cathedral.org.uk/about-us/vacancies/)

and submit it along with a covering letter stating why you are the right candidate for this role. You may also include your CV.

For an informal conversation about this role please email:

[vacancies@exeter-cathedral.org.uk](mailto:vacancies@exeter-cathedral.org.uk)

Applications can be sent by email or post to:

Catherine Escott, Chief Operating Officer, 1 The Cloisters, Exeter, EX1 1HS

Email: [vacancies@exeter-cathedral.org.uk](mailto:vacancies@exeter-cathedral.org.uk)

The closing date for applications is 26 February 2025. Interviews will be held on 3 or 7 March.

Thank you for your interest in this role.

We look forward to hearing from you!

