



Exeter
Cathedral

Careers



**Cathedral Choir Administrator
& Chaperone Co-ordinator**
Application pack

Title:

Cathedral Choir Administrator and
Chaperone Co-ordinator

Department:

Liturgy and Music

Reporting to:

Director of Music

Hours of work:

Part-time: 20 hours per week for
52 weeks of the year as Choir
Chaperone Administrator, 5 hours
per week during term time (37 weeks
of the year) as a Choir Chaperone.
Additional paid Chaperoning hours
will be available.

Salary: £14.82 an hour

Contract type:

Permanent

Location:

Exeter Cathedral



Purpose of the Role

To provide smooth and efficient organisation and administration of all aspects of musical provision. To act as pastoral tutor to the Cathedral Choristers, including regular supervision, and to liaise with Exeter School on chorister matters. To support the Dean and Chapter and Directors of Music in their duty of care for the Choristers and adhere to good safeguarding practices.

Working pattern

This role is part-time with a flexible working pattern. You will work in the office on Mondays, Tuesdays, Thursdays, and Fridays from 9am - 3pm for 52 weeks of the year, including term time (37 weeks).

The role also involves being part of a regular rota of paid choir chaperones, looking after the choristers at a range of their weekly duties. The Chaperoning team will comprise the Cathedral Choir Administrator

& Chaperone Co-ordinator, the Principal Cathedral Choir Chaperone, a Deputy Choir Chaperone, and the Volunteer Chaperones. Each chorister duty at the Cathedral will normally be covered by one of the paid chaperones, and one volunteer chaperone. It is the sole responsibility of the Cathedral Choir Administrator & Chaperone Co-ordinator to chaperone morning rehearsals at Exeter School. These happen on Mondays, Tuesdays, Thursdays and Fridays from 07:45 to 08:35 during term time.

The Cathedral Choir Administrator & Chaperone Co-ordinator is also expected to cover other additional shifts as agreed, and to chaperone choristers at peak periods e.g. Christmas, Easter, Special Services and when all choristers are on duty at the same time, unless a paid deputy is available. These are paid at the above hourly rate, in addition to the salary.

Wednesday, except for very rare exceptions, is the department day off and will be free of all duties.

Any exceptions and additions to this pattern will be made clear in the termly choir schedule, which is circulated well in advance.



Duties and Responsibilities

- To be the lead pastoral tutor for the Choristers whenever they are in the Cathedral. To work closely with the Head of Chorister Care at Exeter School to promote chorister safeguarding and wellbeing.
- To act as a conduit for pastoral and logistical information between the Department of Liturgy and Music, the Choristers, their parents, and Exeter School. Communicating regularly and proactively with all parties.
- To act as Lead Chaperone at chorister duties, sharing this responsibility with the Principal Choir Chaperone: this includes dealing in the moment with minor upset, illness and accident, and assisting



the directors of music in managing chorister conduct and behaviour. To adequately record all incidents on the Chaperones' log, and to update parents at the end of each duty if required.

- To manage arrangements for Chorister Care - supervision during non-singing time on Sundays, evenings and out of school term.
- Attendance, and minute taking, at weekly Department meetings, Chorister wellbeing meetings with Exeter School, and the Cathedral's Safeguarding Triage meeting as representative of the chorister team.
- To update the chorister duty phone contacts list and respond to messages sent to the phone when on chaperoning duty.
- To organise the Chaperones' rota and communicate with the Principal Choir Chaperone, the Deputy Chaperone, and the Volunteer Chaperones. To ensure that the full chaperone team is kept up to date with any key medical, pastoral or safeguarding information relating to the choristers.
- To manage communications with new chorister families and to update the chorister parent handbook each year.
- To act as the first point of contact for general enquiries about probationer auditions and choristership opportunities.
- To administrate chorister recruitment, including organising and running Be A Chorister for a Day

events and Voice Trial days. To communicate with families throughout this process.

- To assist with chorister robe fitting and liaising with the seamstress over repairs and replacements.
- To manage administration of choir social events, including liaising with the Choir Association parent committee.
- To manage administration of all off-site musical activity including risk assessments.
- To maintain the departmental contacts database, including producing new chorister datasheets and photo consent forms for new choir parents.
- To manage administration of choir concerts, e.g. programme information, tickets for choir parents, eating arrangements for choristers and back row, invoicing and choir pay.
- To accompany the choir when it is on tour and to liaise with tour companies over arrangements.

- To administrate deputy singers' invoice payments.
- To liaise with HR and Volunteers Office to keep DBS and safeguarding training current, and to liaise with Exeter School to ensure its Single Central Register is appropriately updated.
- To liaise with HR over new starter procedure for all departmental staff e.g. organ scholar and members of the Cathedral Choir, including Choral Scholars and deputy singers.
- To liaise with the Volunteers Office around the recruitment and management of volunteer chaperones.
- To work with the Marketing Manager to ensure timely promotion of music information on the website and social media channels.
- To assist the Singing Development Leader to manage administration of and arrangements for the outreach programme, particularly visit days involving the choristers.
- General admin duties including photocopying, printing, typing etc.
- All other tasks that are reasonably required.
- To follow the Cathedral's policy and processes for Safeguarding and to complete all mandatory safeguarding training.
- Raise any Safeguarding concerns with the Cathedral's Safeguarding Officer.



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.



Key relationships

- Director of Music
- Assistant Director of Music
- Canon Precentor
- Exeter School Head of Chorister Care
- Exeter Cathedral HR Officer and Volunteers Officer
- Paid Chaperone and Volunteer Chaperones
- Organ Scholar

Candidate profile

Essential:

- Experience of working in an office in a busy administrative role.
- A willingness to train in safeguarding procedures and first aid, and to keep this training up to date.
- Outstanding organisational skills with an eye for detail.
- Excellent communication skills, written, in person and over the phone.

- Excellent MS Word, Access, Excel, Publisher and PowerPoint skills.
- Ability to manage several tasks simultaneously.
- Excellent customer service ethic and proven ability to manage external stakeholders
- This post is subject to an Enhanced DBS check.
- Proficiency in the Microsoft Office suite.
- This post is subject to an Enhanced DBS check.

Desirable:

- Experience of working with children.
- Experience in a liturgical environment.
- Experience of working within a Cathedral or large church environment.
- Experience of working in an educational environment.
- Experience of following good Safeguarding practice with children and young people.

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.





Exeter
Cathedral

How to Apply

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

www.exeter-cathedral.org.uk/about-us/vacancies/

Please submit your CV along with a covering letter stating your skills and experience confirming that you meet the Christian requirements of the role.

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

The closing date for applications is 25 June

Interviews will be held on 30 June

Thank you for your interest in this role.

We look forward to hearing from you!