



Exeter  
Cathedral

Careers



Deputy Choir Chaperone  
*Application pack*

**Title:**

Deputy Choir Chaperone

**Department:**

Liturgy and Music

**Reporting to:**

Cathedral Choir Administrator &  
Chaperone Co-ordinator

**Hours of work:**

Occasional shift work, subject to  
demand

**Salary:** £14.82 per hour

**Contract type:**

Zero-hours

**Location:**

Exeter Cathedral



## Purpose of the Role

To cover for the Principal Choir Chaperone and Choir Administrator & Chaperone Co-ordinator as is required and provide extra support for the Director of Music, Assistant Director of Music, and Choir Administrator & Chaperone Co-ordinator in caring for the choristers' welfare requirements when singing and to ensure health and safety protocols, and adhere to good Safeguarding practices.

## Working pattern

Exeter Cathedral's choristers are looked after by a team of chaperones at every duty. The normal expectation is that one of the two paid chaperones is supported at each duty by one volunteer. This role provides cover in the event of the absence of one of the two paid Cathedral choir chaperones, and offers the potential for extra support to those members of staff at peak periods eg. Christmas, Easter and Special Services. As such, the working pattern will be sporadic, with hours offered on a case-by-case basis. Where possible, good notice will always be given. You may be offered hours at short notice, eg. in case of absence due to illness.

The normal range of possible slots are as follows:

**On Mondays, Tuesdays, Thursdays and Fridays:**

- 07:45-08:35 - practice
- 16:00-18:30 - tea, practice and Evensong

**On two Saturdays per month:**

- 16:15-18:30 - practice and Evensong

**On Sundays:**

- 08:45-11:15 - practice and Eucharist
- 11:15-13:45 - breaktime and lunch supervision
- 13:45-17:15 - practice and evensong

It is expected that the Deputy Choir Chaperone will cover mostly weekend chaperoning duties with the occasional weekday opportunity offered.

The Deputy Choir Chaperone will receive the termly singing schedule, so that any exceptions or additions to these timings are made clear.



## Duties and Responsibilities

- To attend chaperoning duties as agreed.
- To report any accidents/concerns/observations regarding a chorister to the relevant senior member of staff at on duty at Exeter Cathedral, and to parents and carers when transferring the responsibility for the care of the choristers.
- To act as Lead Chaperone at chorister duties: 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 working the final shift of the day.

- To write up and report any welfare concerns to the Cathedral Choir Administrator & Chaperone Co-ordinator as soon as practicable.
- To receive any reports from volunteer chaperones and pass on as appropriate.
- To follow the Cathedral's policy and processes for Safeguarding.
- 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.**

## 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.

## Desirable:

- Enthusiasm for the Cathedral and its musical ministry.
- 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/)

Please 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 2 July**

**Interviews will be held at the 7 July**

Thank you for your interest in this role.  
We look forward to hearing from you!