



MUSIC DEPARTMENT LEAD CHOIR CHAPERONE

Information for Candidates

BACKGROUND

Guildford Cathedral is a sacred space and a community of people who engage with God and the wider world for the common good. We do this by being a warm-hearted community open to God, to all, to growth, and to transformation. Over 100,000 visitors come to the Cathedral each year and our Cathedral *community* comprises thousands who feel close to the Cathedral because of historical connection, the purchase of a brick in the 1950s, their membership of the worshipping congregations, through being staff and volunteers.

The core purpose of Guildford Cathedral is worship. Daily and Sunday choral services are the backbone of our work. The Cathedral is led by the Dean with the Cathedral Chapter which is akin to a Board of Directors and charity trustees. The Canon Liturgist is the head of the Liturgy and Music Department. As this post is currently vacant the Sub Dean, the Venerable Stuart Beake, is Acting Head of Department. The Organist and Master of the Choristers has responsibility for provision of sacred music in support of the liturgy.

The Chapter wishes to appoint a paid position of Music Department Lead Choir Chaperone with immediate effect to assist the Organist and Master of the Choristers, the Sub Organist and the Organ Scholar with the proper Safeguarding of children and vulnerable adults in Guildford Cathedral Choir in line with Guildford Cathedral's Safeguarding Policy.

JOB SPECIFICATION

Job Title:	Music Department Lead Choir Chaperone
Accountable to:	Organist and Master of the Choristers
Hours of work:	An average of 35 hours per week during the three choir terms; an average of five hours per week in choir holiday periods. The chart below illustrates the 'core hours' with other staff and the choristers; time will also need to be given to administration, which does not need to be done on any specific day or time, and which may or may not be done in the cathedral office, by negotiation.

Although there is some regularity of timetable, hours of work can vary during the choir term, and the post holder will be asked to work out of normal working hours or on a Saturday, on occasion. The Chapter recognises that there may be limits to the flexibility of the post holder and is open to negotiation re attendance at occasional irregular duties, as long as the post holder arranges for all required duties to be covered.

Regular chaperone duties during term time		
Sunday	Rehearsal Cathedral Eucharist Trad Rite or Special Service ¹ Rehearsal Choral Evensong ¹ Only once or twice a term	0900 0945 1130 1645 1800
Monday	Music Meeting ² ² Holding this on an alternative day, by agreement with the whole music team, is a possibility.	1030
Tuesday	Monthly Staff meeting Pick up boys from school Rehearsal (boys) Choral Evensong Rehearsal (girls)	1000 1540 Bus 1630 1730 1830-2030
Wednesday	(Choir day off)	
Thursday	Pick up boys from school Rehearsal (boys) Choral Evensong	1540 Bus 1630 1730
Friday	Rehearsal (girls) Choral Evensong	1630 1730
Saturday	(Choir Day off)	

Main Terms and Conditions: £16,000 per annum, paid monthly in arrears in regular amounts every month.

The appointment is subject to the successful completion of a probationary period of three months during which employment can be terminated by one week's notice by either party. The post offers 31 days leave including public holidays, which should be taken if possible, during the long breaks between choir terms, which are set out in the termly choir schedule. Christmas Day, Maundy Thursday and Good Friday are normal working days for the Music Department.

KEY TASKS

- To take responsibility for the safety of choristers and young people by providing a chaperoning service for all choirs' activities when young people are present at Guildford Cathedral, RGS Prep School or other sites where the Cathedral Choir is required to be for rehearsals, services, concerts or broadcasts, both at home and abroad.
- To be the principal chaperone (or to ensure the arrangement of a volunteer chaperone to fulfil that role, when unable to do so – with the agreement of the Organist and Master of the Choristers) for all activities outlined in the choir schedule; and to arrange for additional chaperones to be present for the same activities to meet number requirements.
- To carry out administrative tasks, such as the recruitment and booking of additional chaperones and organisation of choir teas.
- To ensure that volunteer chaperones' Safeguarding training and requisite first aid training is up to date, and also to monitor DBS requirements.
- To induct and train new chaperones.

- To provide volunteer chaperone rotas.
- To draw up and revise any individual chorister care plans as required.
- To send out, collate and maintain information documents pertaining to the choristers and revise them on an annual basis.
- To assist with any risk assessments for trips off site as required.
- To make provision for the care and maintenance of chorister robes.
- To attend and weekly Music Meeting (currently Monday morning)
- To meet with the Cathedral music staff as required.
- To attend the monthly Staff meeting on the third Tuesday of every month.
- To travel to and from RGS Prep on a minibus as lead chaperone on Tuesdays and Thursdays to collect the choristers and chaperone them *en route* to the Cathedral.

ESSENTIAL (E) AND DESIRABLE (D) SKILLS AND ATTRIBUTES

- To have the personality and interpersonal skills required to enjoy working with people between the ages of seven and 18, and have the requisite experience of dealing with people in this age group (E)
- To be physically fit, able to use stairs easily and keep up with the children, especially as the choirs move around the Cathedral and from one building to another (E)
- To have good communication skills, especially in dealing with the children's parents and Cathedral Staff and Volunteers (E)
- To be able to work as part of a team but also use initiative when required (E)
- To be willing to work with the boy and girl choristers both separately and together on occasion (E)
- To be qualified in First Aid at Work and Paediatric First Aid (E) (training can be provided but evidence of aptitude for First Aid training will be required)
- To be able to deal effectively with confidential information concerning children and their welfare, and deal appropriately with any child's/children's pre-existing or other medical conditions (E)
- To be prepared to be flexible with working patterns and hours, especially at the start of the academic year and for choir concerts, tours and other extra-curricular activities (E)
- To operate e-mail, and Word and data processing programmes such as Microsoft Outlook, Word and Excel (E).
- To have clean driving licence (D).
- To have an in date passport (D).

RECRUITMENT PROCESS

To apply for this post, please visit the Cathedral Website: www.guildford-cathedral.org and complete the application form provided. Please send this with a covering letter addressing the Key Tasks and Essential Skills and Attributes, as well as your CV, to Dops@guildford-cathedral.org or Matt O'Grady, Guildford Cathedral, Stag Hill, Guildford GU2 7UP. Referees will not be approached without your consent. **Applications will only be considered with a completed application form, CV and covering letter.** Guildford Cathedral operates under a Safer Recruiting policy. Enhanced DBS clearance will be required before appointing, as will proof of eligibility for working in the UK. Closing date: **Friday 19 November 2021, 12 noon.**