

BRISTOL CATHEDRAL

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title	Choir Chaperone
Reporting to	Director of Music
Reportees	None
Key relationships	Vergers, clergy, school colleagues
Salary	£11,090 per annum (actual pay)
Contract	Permanent
Full Time/Part Time (hours)	Part Time – 17 hours per week during the choir term (approx. 38 weeks per year as stipulated in the choir diary). See Annex A for the weekly routine.
Annual leave	85 hours per year to be taken outside of the choir term (equivalent of five weeks at 17 hours per week)
Other benefits	• Cycle to work scheme • Employee assistance programme • Church of England church workers pension scheme with 7% employer contribution, with 5% employee contribution • Discount in the Cathedral shop and café • Parking for cars and bikes is available in the cathedral car park
Flexible working	• Because of the fixed timetable this role is required to be onsite during working hours (Annex A).
Safer Recruitment	The successful candidate will be subject to a DBS check (Enhanced with Barred List Check), two satisfactory references and will be required to prove that they have the right to work in the UK . They will also be required to undertake Foundation and Basic level Church of England Safeguarding Training and Raising Awareness of Domestic Abuse Training.

Overall purpose of post
To provide supervision (alongside other music staff) to the children and young people who sing in the Cathedral choir. This will include practical support, ensuring a register is taken, dealing with illness and low level welfare issues and liaising with staff from Bristol Cathedral Choir School, Cathedral Primary School and other schools on practical matters.

Responsibilities and accountabilities	Nature and scope of role
Operational – chaperone	• To provide chaperone support and supervision for children and young people who sing at the Cathedral. This means being present during afternoon choir rehearsals and services. • To communicate with parents when necessary.

	• Refer any pastoral concerns to the clergy member with pastoral responsibility for the choir.
Operational – CST	• To work with staff at schools attended by probationers to ensure a smooth and effective support service for the children and young people. • To support any school measures relating to discipline/pastoral care etc.
Operational – safeguarding	• To work with the Cathedral safeguarding lead and other colleagues, to ensure that the young people and children in our choirs are kept physically and emotionally safe. • To promote a positive safeguarding culture amongst the children and young people, and work within Cathedral Safeguarding policies and procedures.
Operational – health and safety	• To complete any accident/near miss reports in relation to children and young people in the choir. • To support the Verging team in relation to implementing emergency procedures (evacuation, invacuation, safe inside etc) • To report any health and safety concerns and queries to the COO.
Operational – first aid	• To keep information on allergies/medication or other medical issues in relation to the children. • To administer first aid in emergencies. • Work with the Director or Assistant Director of Music to decide if, when a child is ill, whether they are well enough to stay or if they should go home/get medical help.
Operational – administration	• To use the Cathedral database (Churchsuite) to record attendance by children and young people at choir rehearsals / services. • To work within the Cathedral's data protection policy and procedures (GDPR). • To undertake administration tasks related to the choristers when required.

Generic responsibilities of all staff	
As the Cathedral runs with a small team all staff are expected to act flexibly and cover for each other occasionally when required. Duties could include: • Welcoming and helping any visitors and volunteers who need assistance, providing a high level of care and attention. • Dealing promptly and courteously with any in-coming queries and telephone calls. • Assisting with events, services and meeting organisation.	
All staff are required to follow the policies and procedures set out in the staff handbook. All staff are expected to pay particular attention to the requirements of the child and adult safeguarding policies and health and safety. All staff are expected to treat each other with respect and dignity in the workplace.	

To undertake as requested other duties as may reasonably be expected.

Person specification		
Attributes	Essential (or expected to train/qualify to that standard)	Desirable
Qualifications and Training	- At least 5 GCSEs including English Language and Mathematics. - First aid training.	- Teaching, youth work, playwork or learning support qualifications. - Paediatric first aid training.
Experience	Experience of working with children and / or young people (e.g. school, youth work, church)	
Knowledge, skills and abilities	- Ability to form trusting and appropriate relationships with children and young people. - Knowledge of basic safeguarding. - Strong organisational skills – ability to juggle different tasks and deadlines. - Good general ICT skills including e-mail, web and Microsoft office. - Good listening and pastoral skills and a diplomatic approach.	- Interest in music, particularly choral music. - Understanding of the benefits of singing for children and young people.
Behaviours	- A proactive and flexible approach. - Ability to work as part of a team and collaboratively. - Ability to work independently and using own initiative, knowing when to escalate. - Good writing and drafting skills.	
General	- Resilient – able to cope well with pressure. - To be in sympathy with the Cathedral's Christian mission and the values of the Church. - To act with integrity and honesty.	To have a valid passport (for chaperoning choir tours).

General notes
This is a description of the job as it is currently defined. It is the practice of Bristol Cathedral to periodically review job descriptions as the priorities and requirements of the Cathedral change over time. The review would be conducted by the line manager, in consultation with the post holder. Bristol Cathedral reserves the right to make changes to the job description, in line with the procedures set out in the staff handbook.

Date of issue	July 2026
Review date	July 2027

Annex A:

Core working pattern, choir term time only (Approx 38 weeks per year) (subject to change)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
AM							0845 - 1115
PM	1500- 1815	1500- 1815	1500- 1815	1630 - 1900			1430 - 1645

Total hours: 17 Hours

If there are other activities and services where you are required to work (e.g. special services, tour etc) this would be dealt with either by taking TOIL or with overtime payments. This would be agreed by the Director of Music in advance.