

S^T. PAUL^S. CATHEDRAL

Job description

Job title: Chaperone to the Choristers and Probationers

Department: Safeguarding

Line manager: Senior Chaperone

Contracted Hours: 10 hours per week during Chorister term-time

Salary: £9,138.75 per annum which is inclusive of a 25% weekend and bank holiday working allowance.

The job description is an operational document that does not form part of the contract of employment.

It may be that from time to time an individual is expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of their duties.

St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

Our People and Purpose

Everything we do at St Paul's Cathedral is shaped by our vision to be *a Cathedral for London and the world*. Each role plays a vital part in delivering our mission, to welcome and inspire through excellence in worship, heritage, learning and service.

We put people first. Whether engaging with visitors, supporting colleagues, or caring for our building and environment, every individual contributes to the experience of St Paul's.

Our values, Welcoming, Caring, Empowering, Creative and Trustworthy, guide how we work day to day. They shape our behaviours, our decisions and how we work together to deliver our strategic priorities.

Safeguarding

We are committed to safeguarding and promoting the welfare of all children, young people, and vulnerable adults. We expect all staff, volunteers, and those working on our behalf to share this commitment.

All roles are subject to rigorous safer recruitment practices, including satisfactory references, right to work checks, and dependent on the level of contact with vulnerable groups, may also include basic or enhanced Disclosure and Barring Service (DBS) checks as well as social media checks.

As part of our ongoing commitment to safeguarding, comprehensive training is also provided to staff and volunteers, equipping them with the knowledge and skills to identify and respond to safeguarding concerns effectively.

Purpose of the job

The primary purpose of this role is to support the Music Department staff in their work with Cathedral Choristers and to support the Choristers' and Probationers' wellbeing while they are engaged in Cathedral activities.

The Chaperone upholds the Cathedral's and School's safeguarding policies by supervising children appropriately, promoting a safe and respectful environment, and serving as a point of contact for any concerns. This role plays a vital part in supporting the choir's musical mission while prioritising the protection and welfare of its youngest members.

St Paul's Cathedral Choir

The Cathedral Choir sings at St Paul's throughout the year and currently consists of around 30 choristers, fifteen probationers and 12 Vicars Choral who are all professional adult singers who sing alto, tenor and bass.

The Choristers and Probationers, board at the Cathedral School.

At the heart of the Choristers' work is the singing of Morning Eucharist and Choral Evensong regularly on Tuesdays, Wednesdays, Fridays and Saturdays, with Choral Mattins, Sung Eucharist and Choral Evensong on Sundays. They have also sung at many services of national importance, including the Grenfell Tower Memorial Service, a special Evensong in memory of HRH The Duke of Edinburgh, HM The Queen's Platinum Jubilee Service and, in the same year, the service of thanksgiving following Her Majesty's death.

The Cathedral Choir has also performed at the Proms and given concerts around the world, as well as producing many critically acclaimed recordings.

Job Description

05/26

Welfare and Safeguarding of Choristers

The welfare and safeguarding of the Choristers and Probationers is the joint responsibility of the Cathedral and the Cathedral School.

The Choristers and Probationers are under the care of the Cathedral School staff when on School premises and on the journey to the Cathedral. When they undertake duties in the Cathedral, they are the responsibility of the Director of Music, on behalf of the Cathedral Chapter and the School jointly.

The Cathedral School provides chaperones for services and for rehearsals on the Cathedral Floor but not for rehearsals in the Choir Practice Rooms. Therefore, the holder(s) of this post needs to be available at the times shown on the Chorister rehearsal schedule in the appendix of the document and at least 10 minutes either side to ensure smooth handovers. It is also desirable that the post holder attends at least one Evensong service, at which the Choristers are singing, and one meal in school per week to enable them to get to know the Choristers and contribute to their wellbeing.

The Chaperone may be called upon to assist when the Choristers are involved in Choir duties in a venue outside the Cathedral.

Main Duties

- To attend all rehearsals in the Choir Practice Rooms, moving between activities taking place in the various rooms, when necessary, being available 10 minutes before and after the rehearsal.
- To accompany the Choristers and the Probationers on their journey from the Cathedral to the School after rehearsals (with Music Department staff).
- To attend one Evensong service per week at which the Choristers are singing.
- To be available to support the Choristers undertaking duties at times of national importance. These can occur unexpectedly and sometimes during the school holidays.
- To ensure that Choristers are properly dressed and tidy prior to services.
- To attend one meal per week in School – breakfast/dinner/Sunday lunch.
- To build positive relationships with the Choristers and Probationers and to become a point of contact for their concerns or difficulties and the enjoyment of their role.
- To deal with any unforeseen circumstances such as Chorister illness during rehearsals and to provide basic first aid and/or to liaise with school duty staff/emergency services as necessary.
- To report any child protection or safeguarding concerns immediately to either the School or Cathedral Safeguarding Leads.
- To complete, remain up-to-date and compliant with all requisite Safeguarding training.

- To participate in a regular Chaperone meeting (1 hour), either in person or virtually.

Person Specification

Essential experience, knowledge and skills:

- Experience of working with children aged 9 – 13.
- Experience and knowledge of safeguarding requirements and procedures and expected to share in St Paul's Cathedral's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.
- Adherence to the Cathedral and the School' Safeguarding policies, including the School Staff Code of Conduct and School Behaviour Policy.
- Must attend all required Safeguarding training and report any Safeguarding concerns through appropriate channels both at the Cathedral and the School.
- Clearance from the Disclosure and Barring Service (DBS) at the enhanced level (with Barred Lists).
- Friendly and approachable, with a good sense of humour.
- Proven listening skills and emotional intelligence.
- Confident and clear communication skills – written and verbal.
- Ability to build strong and effective working relationships.
- Ability to oversee behavioural expectations and to ensure the code of conduct is adhered to.
- Sympathy with the aims and objectives of the Christian Church and the Anglican tradition.

Desirable experience, knowledge and skills:

- Some understanding (and/or a willingness to learn) of the pattern and format of traditional Church of England worship.
- Experience and knowledge of basic first aid procedures.
- Experience of working in a school.
- An interest in music.

(* Please note that the successful candidate will be required to use their own mobile phone to be contactable by the team in case of illness or a request to undertake additional shifts).

Chaperone Schedule:

Sunday: 9:00 to 10:00 and 14:00 to 15:00

Monday: 7:45 to 9:15 and 16:00 to 17:30

Tuesday: 7:45 to 9:15 and 16:00 to 17:30

Wednesday: 7:45 to 9:15 and 16:00 to 17:30

Friday: 7:50 to 9:15 and 16:00 to 17:30

Saturday: 8:15 to 10:15 and 15:15 to 17:00

Job Description

05/26

There is also the requirement to attend one Evensong service between Tuesday and Saturday each week at which the Choristers are singing.

This schedule is followed throughout each Chorister term, which in winter finishes after Evensong on Christmas Day and in the spring term after Evensong on Easter Day.

Chorister Term Dates 2026 to 2027

Autumn Term: 7 September – 25 December

Spring Term: 11 January – 28 March

Summer Term: 19 April – 11 Jul