



Application Pack

Ref: WA234

Chaperone, St Margaret's

Hourly rate: £12.08

Zero hours – Permanent

Westminster Abbey



Contents

- [About Westminster Abbey](#)
- [Abbey Values](#)
- [Job description and Person Specification](#)
- [Working for us](#)
- [Equality statement](#)
- [Safeguarding](#)
- [How to apply](#)

About Westminster Abbey

Westminster Abbey is a major centre for Christian worship, a leading venue for tourism and a treasured part of Britain's heritage. The Abbey has occupied a central place in the celebration of great events for the nation and remains one of the most beautiful architectural masterpieces in Britain.

A living Church, Westminster Abbey is the House of Kings, where the coronation of Kings and Queens has taken place since 1066, and where many of the Kings and Queens of England and of the United Kingdom are buried. Principal among them is St Edward the Confessor, King of England from 1042 to 1066, whose shrine is at the heart of the Abbey Church. Beside and around them are buried or commemorated many of the great men and women from almost every century of British history: statesmen and politicians, lawyers, warriors, clerics, writers, artists, musicians. Westminster Abbey is a Royal Peculiar, and the Dean and Chapter of Westminster are directly responsible to the Sovereign.

The Dean and Chapter of Westminster defines our Mission in these terms:

- To serve Almighty God by offering divine Worship daily and publicly;
- To serve the Sovereign by daily prayer and by a ready response to requests made by or on behalf of His Majesty;
- To serve the nation by celebrating the distinctive witness of the Christian faith; by upholding the place of religious faith within national life; and by active engagement with Parliament, Whitehall and others in positions of public service;
- To serve all pilgrims and visitors to the Abbey, and to maintain a tradition of hospitality.

Our values

As one we serve each other, our visitors and the wider world in all we do with:

- Truthfulness
- Integrity
- Empathy
- Excellence

The Abbey attracts approximately one million paying visitors each year, from all around the world. A large number of people also attend services which take place seven days a week. Daily services are only part of the Abbey's work, for there are also many 'special' services and events throughout the year. Westminster Abbey currently employs around 300 staff in a variety of roles and an even larger number of volunteers.

The Abbey receives no regular income from the State, the Church of England or the Royal Family, and relies on monies raised from visitors to ensure that the building can be properly maintained and remain open as an amenity for all.

Music at St. Margaret's

Celebrating the 500th anniversary of its dedication this year, St Margaret's Church is situated next to Westminster Abbey and is under the governance of the Abbey's Dean and Chapter. The church, once a separate parish, is now a Chapel of the Abbey, but it has very significant links with the Houses of Parliament and an important historic relationship with Mr Speaker and the House of Commons. It has been called both the "The Parliamentary Church" and "The parish church of the House of Commons". It continues to hold services for the Parliamentary community, including a substantial number of memorial services for prominent parliamentarians, and services for schools, charities and other organisations, alongside the part it plays in the Abbey's regular pattern of worship.

Music in St Margaret's is the responsibility of the Director of Music, Greg Morris, operating within the music department of Westminster Abbey, under the direction of the Organist and Master of the Choristers, Andrew Nethsingha. The St Margaret's Consort, an ensemble of 14 singers at full strength, lays claim to being one of the finest professional church choirs in London, and provides the choral music for the various special services held in the church. A new choir, St Margaret's Choristers, will be established in September 2023, providing 20 girls aged 11-17 the opportunity to perform some of the great cathedral repertoire alongside professional singers, supported by generous scholarships. The musicians of St Margaret's also provide music for services in the Chapel of St Mary Undercroft, the oldest surviving part of the Palace of Westminster.

Job Description

JOB TITLE:	Chaperone, St Margaret's
RESPONSIBLE TO:	Director of Music, St Margaret's
ACCOUNTABLE TO:	Organist & Master of the Choristers
KEY RELATIONSHIPS:	Choristers, Music Coordinator, other Chaperones, singing teacher, Senior Verger
JOB SUMMARY:	To ensure the safety and well-being of the St Margaret's Choristers when they are on duty with the choir.

Main duties and responsibilities

1. Safeguard, support and promote the well-being of choristers during rehearsals and services.
2. Supervise the choristers before and after rehearsals and services and during breaks, including preparing drinks and snacks.
3. Ensure all choristers are properly prepared and on time for each rehearsal and service with the correct music and, if necessary, properly robed.
4. Be on hand during rehearsals and services to support the choristers in the event of any unforeseen circumstance e.g., illness, contacting parents or guardians as appropriate.
5. Keep an accurate attendance record, and deliver it to the Music Coordinator.
6. Be the first point of contact with parents or guardians when on duty, including contacting them if a chorister does not arrive when expected.
7. Ensure every chorister is met by an agreed adult at the end of each rehearsal or service, or has the necessary permission to leave unaccompanied
8. Use appropriate language and actions in the presence of the children
9. Respond to any concerns regarding a chorister's wellbeing in an appropriate, proportionate and timely manner
10. Attend safeguarding meetings with the Director of Music and singing teacher.
11. To adhere at all times to the Abbey's policies, protocols and codes of conduct, with special reference to Safeguarding and Health & Safety matters, and undertake training as required.
12. To undertake any other duties which are within the scope, spirit and purpose of the job, as requested by the head of department.

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks (including the relevant level of criminal record check) on staff and volunteers and require them to complete relevant safeguarding training. This post requires an enhanced level criminal record check.

Person Specification

POST: Chaperone for St Margaret's Choristers (part-time, zero hours)

This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.

Essential

Education:

1. Relevant qualification or equivalent previous experience in a similar role.
2. Willingness to complete first aid training upon commencement if not currently qualified.

Experience:

3. Experience of working with groups of young people.

Skills/Aptitudes/Knowledge:

4. Ability to relate well to girls between the ages of 11 and 17.
5. Ability to deal with unexpected situations and respond calmly.
6. Ability to work effectively as a member of a team and engage with colleagues.
7. The ability to communicate effectively with children of the appropriate age range.

Personal Attributes:

8. Commitment to the mission and values of Westminster Abbey.
9. Commitment to safeguarding and promoting the welfare of children.
10. Sympathy with the traditions of cathedral music.
11. A genuine interest in the chorister's musical performance and the liturgy and music in which they sing.
12. Enthusiastic and positive demeanour.
13. Efficient, well organised, friendly and with a personable and welcoming manner.
14. Patience, discretion and ability to maintain strict confidentiality.

Desirable

Education:

15. Valid first aid qualification.

This Job Profile will be kept under review and may be amended by the Dean & Chapter from time to time. Any proposed changes will be discussed with the post holder.

Working for us

Employment Status

This post is permanent.

Salary

The hourly rate is £12.08 and is paid on the last Friday of each month. The hourly rate is reviewed annually.

Working Hours

St Margaret's Church is part of the Westminster Abbey Music Department and has a requirement for two Chaperones. Hours of work will be agreed with the Director of Music, St Margaret's. The anticipated working hours for this post are as specified below during term time, worked principally on the days specified.

Chaperones will be on duty during term time as follows:

Sundays	2.45 - 7.15 pm	2 chaperones
Mondays	3.45 - 5.45 pm	1 chaperone
Tuesdays and Wednesdays	3.45 - 6.45 pm	2 chaperones

This schedule will be fully operational from September 2024. In the choir's first year (Sept 2023 - July 2024), Sunday hours will be 2.5 hours shorter some weeks. Exact term dates will be given in advance, but will broadly follow this pattern:

- 2nd Sunday in September to Christmas Eve
- 2nd Sunday in January to Easter Day
- The Sunday 2 weeks after Easter Day to 2nd Sunday in July
- At least 7 days break at each half term

As the choir develops, there will be other events, e.g. concerts, carol services etc. outside of the normal schedule when chaperones will be requested to work.

Annual Holidays

The holiday entitlement will be derived from a full-time holiday entitlement of 31 days per annum including recognised public holidays, rising to 33 days per annum in the fifth year of service.

Training

On-site training will be provided in all aspects of the job, which will include first aid training as a mandatory requirement. Any further training needs will be assessed through the probation period and in annual appraisals.

Pension Scheme and Life Assurance

All employees can join a Group Personal Pension plan, where the minimum employee contribution is 3% and the maximum employer contribution is 9% (as determined by the level of the employee contribution). You will be auto-enrolled into our qualifying workplace pension scheme after 3 months, if you meet the eligibility criteria.

All employees are covered by death-in-service life assurance, whether or not they choose to join the pension scheme.

Staff Discount

All employees receive a 20% discount on purchases from the Westminster Abbey shop and a 30% discount on purchases from the Benugo outlets, which serve refreshments.

Season Ticket Loan

A season ticket loan is offered after satisfactory completion of a probationary period, repayable over 10 months.

Medical Insurance

The Abbey will pay 50% of premiums to join a nominated medical insurance scheme after one year's employment.

Uniform

If a uniform and/or Personal Protective Equipment (PPE) is provided, this must be worn at all times.

Equality Statement and How to apply

Equality Statement

The Dean and Chapter aim at all times to recruit the person who is most suited to the job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, skills and experience will be assessed at the level that is relevant to the job.

We will ensure that our shortlisting, interviewing and selection procedures avoid discrimination in any way, including on grounds of age, disability, gender, marital status or civil partnership, race, nationality or ethnic origins, religion or belief and sexual orientation.

Please return the Equal Opportunities Monitoring Form with your application. This will help us monitor our recruitment practice. The form will not be seen by the people making the selection decision.

Safeguarding

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training. Offers are subject to a relevant level of criminal record check, receipt of references satisfactory to Westminster Abbey, right to work in the UK, proof of professional qualifications and medical clearance, which may include a medical assessment.

How to Apply

Please complete our application form as CVs **will not** be accepted.

You are also advised to read the Job Description and Person Specification carefully and think about how your experience, skills and abilities help you to meet the requirements listed in the Person Specification. Use the 'Supporting Statement' section of the form to tell us how you meet each of the requirements.

As well as your previous work experience, tell us about other relevant experience such as community and voluntary experience. Clear information on how you meet all the requirements of the job, with relevant examples, will help us with shortlisting, and we may not be able to shortlist you for interview if you do not provide this.

Please email your completed application to: applications@westminster-abbey.org.

Candidates may be contacted upon receipt of application for interview.

We regret that, due to the large number of applications we normally receive, we may only be able to contact or provide feedback if you have attended an interview. We appreciate your interest in our work at Westminster Abbey.