

Choir Chaperone (casual)

Applicant information pack

November 2026



About the role

Ely Cathedral has a very good reputation nationally and internationally for the quality of its choir, and our choristers are a large part of that. We are looking for reliable and compassionate people to join our team of choir Chaperones, to support the choristers' wellbeing while under the care of the cathedral.

The primary role of our choir Chaperones is to ensure the safety and welfare of the choristers during services and rehearsals. The choristers are all students of King's Ely, so usually sing during King's Ely term time, and one or both sets of choristers are on duty at the following times:

Monday - Friday (except Wednesday when there are typically no chorister duties):

7.55 - 8.55	Rehearsal
16.45 - 18.25	Evensong (or sometimes Rehearsal 16.45 - 17.45)

Saturday:

From 15.30 - 18.25	Rehearsal and Evensong

Sunday:

9.00 - 12.00	Rehearsal and Eucharist
14.30 - 17.00	Rehearsal and Evensong

There are special arrangements for Christmas and Easter. The choristers sing from the afternoon of 21 December until Evensong on 25 December, and from the afternoon of the Wednesday before Easter until Evensong on Easter Day.

They may also be involved in services, concerts and recordings outside the times and dates mentioned above, at the cathedral or elsewhere.

Chaperoning shifts are offered under a casual arrangement on a rota basis as required, and are agreed with and line managed by the Director of Music. The current salary is £13.45 per hour.



Checks and training

The safeguarding of our choristers is paramount, so the successful post holder will be expected to undertake, alongside usual employment checks including references, an Enhanced DBS Check with Barred List Check for the Child workforce, and complete a Confidential Criminal Record Declaration form.

The role also requires completion of the Church of England's Basic Awareness and Foundations safeguarding training courses. The Raising Awareness of Domestic Abuse module is optional, as training on this subject will be given as part of the role-specific training for this post.



Responsibilities

The following sets out the key responsibilities and requirements for this role. You may be required to perform further duties other than those specified below.

- Escorting choristers to the toilet.
- Attending to choristers if they are taken ill, and if necessary, making arrangements for them to be picked up by parents or return to a Boarding House.
- Supervising choristers in the absence of a member of Cathedral Music staff.
- Escorting choristers as necessary to and from school premises (King's Ely Preparatory School, the Monastic Barn or other locations) or school minibuses and the cathedral. Chaperones may on occasion accompany choristers to meals in the Monastic Barn (King's Ely's student dining hall).
- Engaging actively with choristers and seeking ways to promote their wellbeing.
- Routine liaison with the Cathedral Music staff and King's Ely staff.
- Maintaining a watching brief over the welfare of choristers, reporting and sharing concerns or issues in line with school and cathedral protocols.
- Sit with and supervise probationer choristers in services, and escort them to and from the choir stalls.
- Make a short entry in the Duty Log at the end of each rehearsal/service recording who was present and any incidents. A nil entry is as important as an entry.
- Discipline of choristers is the province of the Cathedral Music staff, however the Chaperone should use appropriate discretion in responding to situations of poor behaviour.
- Reporting any incidents or concerns about behaviour immediately to the Director of Music or appointed deputy for a given rehearsal or service.
- Uphold and comply with the Cathedral's policies and the law in relation to Health and Safety, equal opportunities, safeguarding, data protection and other adopted policies and procedures as required.
- Ely Cathedral is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all its staff, volunteers and contractors to share this commitment.

Person Specification

Essential

- Experience of working with children and young people
- Excellent interpersonal skills
- Reliable, discreet and organised
- Possess emotional intelligence and compassion
- Ability to maintain personal integrity and inspire trust and loyalty from young people and colleagues
- A thorough knowlege of safer working practice and safeguarding within a school or cathedral setting
- Attention to detail in record keeping
- In sympathy with the aims and ethos of Ely Cathedral

Desirable

- Experience and understanding of choral music in a liturgical setting, especially as it involves children and young people
- Knowlege of first aid, or willingness to be trained

How to apply

If you wish to apply for this role, you will need to complete our application form. CV's alone will not be accepted, in line with Safer Recruitment best practice. The application form can be found on the vacancy page of our website. You may supply a covering letter to accompany your application (maximum of 500 words) outlining your suitability for the role.

Please send your completed application to HR@elycathedral.org by **midday, Monday 14 December 2026.**

If your application is received after the deadline, we cannot guarantee its inclusion for shortlisting.

Please note that we are not able to offer shortlisting feedback to candidates not invited to interview. We will contact all shortlisted candidates before Christmas, however interviews are likely to be held in the New Year.

If you would like to discuss the post further, or have any queries, please contact our Director of Music, Edmund Aldhouse, at Edmund.aldhouse@elycathedral.org

