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| **Job Title** | Chapel Clerk |
| **Reports to** | The Conduct |

**Job Purpose**

To work with the conduct to maintain the highest order for services that take place in the College Chapel, and to oversee the smooth running of Chapel Operations.

**Key Tasks and Responsibilities**

* Manage the Chapel Calendar and all bookings, including the online booking system
* Assemble orders of service
* Plan and administer all major services such as confirmation and carol services
* Run the chapel readings for each half - ask chaplains for readings and run rehearsals, when necessary
* Run the Barclay Bible Reading Prize and keep records of all readers
* Prepare Sunday readings and alert Foundation readers in advance
* Prepare chapel for services, including putting out service sheets and chair arrangements, reorder and tidy afterwards.
* Distribute and display chapel bills and notices
* Oversee ongoing chapel maintenance, reporting any maintenance issues through the College’s PINK system
* Oversee the installation of new equipment or maintenance repairs, liaising with the Buildings department and external contractors when required
* Operate the sound and light systems
* Oversee all H&S requirements, including conducting regular Fire Drills, undertaking weekly Fire Alarm test, and updating risk assessments
* Order supplies when needed, keeping in line with the Chapel budget
* Oversee and distribute the Duty rota each half
* Conduct tours for visitors and staff inductions
* Liaise with external suppliers/service providers as required and liaise with external groups regarding services and events
* Promote charities and administer collections and Zettle payments
* Assist the flower arrangers
* Respond to and write e-mails
* Answer general queries and questions from staff and visitors
* Commitment to and promotion of equality, diversity and inclusion
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2023 guidance, therefore a good understanding of safeguarding procedures is essential
* Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood
* Understand and comply with procedures and legislation relating to confidentiality

**Skills and Competencies Required**

To be successful in this role, the incumbent should have:

* An understanding of the work of the Chapel (Christian worship services involving choir and organ)
* An understanding of the Liturgical calendar
* Efficiency in administration (able to use Microsoft Office applications competently)
* A friendly welcoming manner
* The ability to carry out tasks under pressure
* The ability to communicate and work effectively within a team
* The ability to use own initiative

**Working Pattern**

* Your working hours will be 40 hours per week, working Saturday to Wednesday, 8.00am to 5.00pm with 1 hour unpaid lunch break each day.
* You will be working during term time, 32 weeks per year and will be paid over 12 months.
* You will also work an additional 120 hours per year and a proportion of these will be worked at the start and the end of the terms and the remainder will be used at peak times of the year. These extra hours will be allocated and worked in agreement with your line manager.
* On special occasions and events, you may be required to work early mornings or evening work for which time of in lieu will be given.
* You will be entitled to 5.6 weeks of holiday. You must use all your entitlement (including any lieu days) during periods of school holidays. If a bank holiday falls during a school term period, you will be required to work this day and you will receive an additional day’s holiday in lieu.
* Any remaining weeks, save as outlined in your annual leave provisions below, are deemed to be non-working weeks.

Disclosure Checks

**Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form.  Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.**