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| **Job Title** | Lower Chapel Verger |
| **Reports to** | Chaplain i/c Lower Chapel |

**Job Purpose**

The Lower Chapel Verger works closely with the Chaplain i/c Lower Chapel to support the operation of Lower Chapel in a timely and effective manner.

**Key Tasks and Responsibilities**

* Daily Duties (Tuesdays, Wednesdays, Fridays, Saturdays, Sundays) – lock and unlock doors, turn lights on/off, arm altar alarm & open gates, put up hymn numbers, find Bible reading page, light candles, operate curtains, tidy hymn books, maintain floral display.
* Respond to and write e-mails, meet with College Chapel Verger and PA to the Conduct.
* Ensure seating plans are up to date and accessible for boys. Assign senior boys to supervisory stations. Liaise with Head of Block about absences taken/other issues.
* For Sunday services assign Assistant Vergers to roles, organise boy collections (set up Zettle collection machines for use), welcome parents, put out next week’s Bills and ensure Chapel is ready for Tuesday service.
* Attend a weekly meeting with your line manager.
* Update notice boards when required, change the candles, clean silver candlesticks every six months, clean gold freeze on the Reredos, oversee the maintenance of the gold-threaded altar tapestry, change altar cloth, set up and put away Christmas decorations, reserve seats for services.
* Oversee ongoing chapel maintenance, perform annual Fire Drill and weekly Fire Alarm test, prepare for Health and Safety inspection – review and complete for sign off 2 annual Health and Safety Lower Chapel documents.
* Contact visiting preachers, administrate weekly collection, inform boy readers for weekly readings, produce weekly bills, arrange Carol Service ticketing.
* Liaise with external suppliers/service providers as required (sometimes during School Holidays) and liaise with external groups regarding services (Eton Porny, Eton End, Summer Schools, Weddings).
* Tidy and sort music folders, add and remove music as required, set out music for professional singers on Sunday and maintain choir library.
* Count, sign out and collect any music required from College Chapel library and return after use.
* Re-label folders and pigeon holes as choir membership changes, tidy choir robes, inspect condition regularly and arrange mending as required. Tidy cassocks and surplices weekly.
* Administrate the Lower Chapel Booking System
* Attend fortnightly Events Committee meeting via zoom.
* Before each term begins, unpack and hang up robes returned by laundry (Michaelmas only), inspect folders and replace worn/damaged ones as required, take out required music and load up folders for first week, label folders and pigeon holes once choir list is established (especially Michaelmas).
* At the end of each term empty music folders, put away all music, return borrowed music to College Chapel, tidy robes away or bag up robes for collection by laundry (Summer Half only).
* Assist in preparation of robes and folders for external choir visit when necessary.
* Support additional services including Harvest Festival, Remembrance Sunday, St Andrew’s Day, Carol Services (including ticketing), extra Carol Services (liaise with Eton End School and Eton Porny School), Fourth of June, Summer Barbecue, Weddings (occasional holiday work), Memorial Services (occasional holiday work).
* Commitment and promotion of equality, diversity and inclusion.
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2022 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including by 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)
* 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 30 hours per week, with some exceptions for holiday work.
* Your working days will be:

Tuesday, Wednesday, Friday starting at 8:00am, finish time will be variable

Saturday 8:00am to 11.30am

Sunday 9.30am – 11.45am and once a term 6:00pm-8:00pm.

You will not be required to work on Thursdays

* You will be working during term time, 33 weeks per year and will be paid over 12 months.
* You will also work an additional 105 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.
* 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 its students and staff and expects all staff and volunteers to share this commitment. This role is classed as ‘regulated activity’, whereby the post holder may be required to have contact or be involved in unsupervised activities with children. 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. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.  All offers of employment are subject to a number of recruitment checks, including by not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.