



ST JOHN'S

SCHOOL
LEATHERHEAD

JOB SPECIFICATION

CHAPEL VERGER

JOB PROFILE

The role of the Verger is to support the Chaplain in preparing for services and keeping the Chapel in order.

MAIN RESPONSIBILITIES

- to ensure the Chapel is ready for all services and events including set up and clear up of mid-week Eucharist and Sunday Services
- set out Orders of Service
- welcome congregation and guests and assist with seating if required
- help maintain Chapel notice boards and keep the porch area tidy
- take and collect linen to/from laundry
- ensure flowers are fresh and notify Chaplain as appropriate
- check lighting to ensure it is adequate and notify Chaplain as appropriate
- any other duties as reasonably required

NB This list is not exhaustive and this job description may be amended to meet the needs of the School.

ACCOUNTABILITY

The Chapel Verger reports directly to the Chaplain. The Bursar has overall management responsibility for all non-teaching staff.

CONDITIONS OF SERVICE

This is a term-time appointment, amounting to approximately 34 weeks each year. There may be, by negotiation, occasional special services, including weddings, in school holiday time.

Approximately 13 hours per week is suggested. An outline scheme of work would be as follows:

When there is a Chapel service only.

Arrive half an hour before to set up, attend service, and clear up afterwards for one hour (normal hours are usually 5.30pm to 8.15pm).

Salary £8.00 per hour

There is a probationary period of six months and the appointment is subject to satisfactory references and clearance by the Criminal Records Bureau. The post carries entitlement to membership of the School's Group Personal Pension Plan after a qualifying period; membership is available to staff aged between 18 and 60.

Staff are permitted to use the facilities on site (such as the swimming pool, tennis courts and Library) at times which do not conflict with the School's requirements and within the School rules.

EXPERIENCE & QUALIFICATIONS

The ideal candidate will have knowledge of Church procedures but this is not essential as training will be given.

PERSONAL ATTRIBUTES & SKILLS

- Flexibility to meet the needs of the Chapel
- Reliability and good time keeping.
- Good organisational and communication skills, with an eye for detail.

CHILD PROTECTION

The School 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 checks with past employers and the Criminal Records Bureau.

The post-holder's responsibility for promoting and safe-guarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's *Policy & Procedure for Safeguarding and Protecting Children* at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Child Protection Liaison Officer.

PROCEDURE

Candidates must complete the application form and send it to the HR Manager with CV and covering letter indicating their suitability for the post. Details of two referees should also be provided, one of whom must be a current employer.

CLOSING DATE: Friday 17th February

INTERVIEW DATES: w/c 20th February

ANTICIPATED START DATE:

The position is vacant and therefore start date will be as soon as possible.