



Chorister Matron Job Description

Summary of the Role:

Job Title:	Chorister Matron
Location:	Lichfield Cathedral School Sites
Reporting Line:	Head Teacher
Salary:	
Role Summary:	To provide wrap-around care for Girl and Boy Choristers

Line Management Responsibility: None

Main Responsibilities and Duties of the Post:

- Receive choristers for rehearsal in the morning.
- Contact any parents of children (boys and girls) who have not arrived to check reason for absence and whether they should be expected.
- Record details on a daily register.
- Receive choristers for prep club after school and ensure that they all have some refreshments and snacks before rehearsal.
- Escort choristers to rehearsal and sit in rehearsal in case any are ill and need taking back to the Palace.
- Help the choristers with robing, ensuring that they all look smart before the service.
- Sit in the service in case anyone is taken ill and needs to be returned to the Palace.
- Talk to parents about children, if needed.
- Ensure that children are taken back to the Palace and sign them out to parents/guardians.
- With prior arrangement, attend any tours, extra services in the cathedral and concerts.
- Co-ordination of any special arrangements e.g. Longdon minibus, liaison with caterings staff for refreshments for any special events.
- To be aware of and work in accordance with the safeguarding policies and procedures in order to safeguard and promote the welfare of children, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the School's Equal Opportunities Policy and Code of Conduct and national legislation (including Health and Safety and Data Protection).
- To undertake other duties appropriate to the post, as required.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.