



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

CANDIDATE PACK

CHAPEL CLERK
(AND VERGER)



HOME OF BIG IDEAS

For over 500 years, St John's College has flourished as an independent and self-determining academic community, whose purposes are education, learning, research, and religion. We pursue this mission with an unwavering commitment to academic freedom, excellence, and integrity. We aim to sustain and enhance the College's global renown for scholarship across a wide range of disciplines, and to be regarded as a beacon of academic excellence.

This is a friendly, warm, and welcoming place with a deep sense of belonging. The College is held in lasting affection by its members, including around 150 Fellows, about 600 undergraduates, more than 350 postgraduate students, around 13,000 alumni worldwide, and approximately 250 staff. Our community is a tolerant, inclusive, caring, respectful meritocracy, with genuine joie de vivre. We value the diversity of experience, culture, and perspective in members of the College, and the way this enriches our learning and our lives. We seek to balance how we fulfil our purposes today with our stewardship responsibilities for future generations, and for the wellbeing of humankind and our planet.

As one of the largest and best-known of the 31 constituent colleges in the University of Cambridge – consistently ranked among the top universities in the world – we make an important contribution to the wider University.

CHAPEL & CHOIR

INTRODUCTION TO THE ROLE



A unique opportunity has arisen for a Chapel Clerk (and Verger) to work in the Chapel & Choir Department of St John's College, Cambridge, combining liturgical and chapel administration, front of house and floor management, alongside a ceremonial role as Verger in this prestigious setting.

The Chapel Clerk supports the provision of religious services in the College Chapel and the administration associated with them and ensures the Chapel is a safe, welcoming and hospitable place for everyone who enters, including students, staff, fellows, and members of the public.

Divine service in the College Chapel is in accordance with the rites of the Church of England and the chapel team offer pastoral care for members of the College, in particular, its student members, regardless of their religious beliefs. The Chapel Clerk is a key member of the Chapel and Choir Department and works closely with the Dean, the Chaplain, and Director of Music and musicians on a daily basis.

The College has a world-famous Choir formed of children and adult voices. The Choir provides music for services on six days of the week in the English Cathedral tradition. These services are held Tuesday to Sunday at 6.30pm during the three full academic terms of the University Calendar, and during a period of summer residence after the end of the Easter Term up until mid-July. In addition there are special services through the year including Compline, Matriculation and Graduation as well as pastoral services including weddings, baptisms and funerals.

The Chapel Clerk should be in sympathy with the Chapel's Christian ethos and outstanding musical tradition and with the wider work of the Chapel team.

THE ROLE

CHAPEL CLERK(AND VERGER)

SALARY
£31,347 - £34,006 per annum (depending on experience)

CONTRACT
Permanent

HOURS
36.25 hours per week (averaged over the year)

The Chapel Clerk will ensure that the chapel is a safe, welcoming and hospitable place for all those who enter. They will ensure excellence in presentation and the proper conduct of Christian worship, ensuring that the fabric of the chapel is maintained in good condition, that provisions are made and support provided for all activities (though primarily services) conducted in the building.

The Chapel Clerk will provide administrative support for regular services and occasional offices as well as contributing to the broader provision of worship and music as a member of the Chapel and Choir Department.

WORKING HOURS

The hours of work are 36.25 hours per week, averaged over the year.

The post holder will usually work:

- 40 hours per week for 28 weeks during term time and the summer Choir residency which runs to mid July
- 32 hours per week for 24.25 weeks outside term time

Exact working hours can be agreed however the post holder will need to be present at Evensong services at least five evenings per week.

There will also be some evening commitments during the year, including Services of Compline, which usually take place three times per term at 10pm. Time off in lieu will be given for these commitments.

PRINCIPAL RESPONSIBILITIES

This role combines administrative and operational support for the daily functioning of the chapel and its associated activities.

ADMINISTRATION

The post holder will contribute to the effective administration of the Chapel and Choir Department by:

- assisting the clergy with preparing and producing orders of service for routine services, special services and occasional offices
- producing the termly service booklet, anthem booklets and student term cards
- assisting with Chapel diary management, handling enquiries about Chapel bookings, and liaising with third parties, internal diary holders and other departments
- performing other routine administrative tasks as required, including ticketing, seating plans and box office administration, maintaining marriage, baptism, confirmation and service registers, and recording accurate data and statistics for reporting purposes

PRINCIPAL RESPONSIBILITIES

OPERATIONAL

To facilitate the proper conduct of Christian worship in the Chapel, the post holder will:

- make appropriate preparations for religious services, promoting excellence in worship and encouraging others to do the same
- ensure the Chapel is presented to the highest standards at all times as a public place of worship and visitor destination
- be on duty for services in Chapel and other events as required, and act as vergers and first responder
- offer a warm welcome to the College community and visitors, including members of the public, groups and tourists
- be a public face of the Chapel and Choir Department, signposting students as necessary and representing the department within the College
- assist in training servers, readers and stewards for the proper conduct of services
- maintain vestments and fabrics, ensuring they are well-presented at all times and ready for use

FINANCIAL

To ensure financial probity, the post holder will be responsible for:

- the safety and counting of collection money and other cash donations in accordance with College policies
- allocating money received through contactless donations and ensuring charities are sent collection donations in a timely manner
- arranging for invoices to be raised for events and services in Chapel

STOCK MANAGEMENT AND SCHEDULING OF ROUTINE MAINTENANCE

The post holder will:

- ensure that requisite supplies are available for the proper conduct of Christian worship
- maintain appropriate stocks of candles, wafers, communion wine etc
- in consultation with the Dean, liaise with the maintenance team for routine checks, minor works and repairs'

CARETAKING DUTIES

The post holder will be responsible for:

- ensuring the cleanliness, upkeep and security of the Song School, Vestry, and the Chapel
- ensuring the chapel is presentable and accessible by liaising with various departments, including the Porters, Housekeeping, Maintenance and Catering

CONCERT AND EVENT DUTIES

In order to facilitate the use of the Chapel as a venue for concerts and events, the post holder will:

- ensure the building is appropriately prepared to host concerts and liaise with members of the Choir Team in their duties
- be on duty as required for concerts and any related rehearsals
- ensure that all groups using the Chapel as a venue do so according to the guidelines laid out and in compliance with all relevant legislation including overseeing the completion of Risk Assessments for all events in Chapel

PRINCIPAL RESPONSIBILITIES

CONCERT AND EVENT DUTIES (CONTINUED)

- brief stewards prior to the admittance of attendees for public performances
- ensure users have adequate access for rehearsals and Concerts
- be the First Aider on duty, and act as the deputised Health & Safety Officer in the absence of the Dean of Chapel

CHAPEL INTERNAL AND EXTERNAL COMMUNICATIONS

In order to communicate with the College community the Chapel Clerk will:

- maintain the Chapel pages on the College website and intranet
- publicise and arrange to print the current Termly Service list
- make available on the website/Spotify the audio file of sermons preached in the Chapel using the Chapel's webcasting equipment
- manage the Box office and seating arrangements for large liturgical events; such as the Advent Carol Service, the Epiphany Carol Service, and any other Chapel event or service where tickets are required

PERSON SPECIFICATION

SKILLS, ABILITIES AND COMPETENCIES

ESSENTIAL

- excellent ability to use Microsoft Office, including Word and Excel and experience of graphic design packages such as Canva
- ability to operate and understand lighting, sound and recording systems
- calm under pressure, with the ability to respond with courtesy, kindness and professionalism
- discreet and polite, with the ability to handle sensitive information
- attention to detail in both practical and administrative tasks
- able to work autonomously, with initiative and flexibility, sometimes at unsocial hours

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- liturgical knowledge and understanding of Christian worship
- experience of working as a verger, steward or clerk in a church or cathedral setting
- commitment to, or sympathy with, the Christian faith
- experience of working with the general public
- awareness of health and safety in a work environment
- thorough awareness of safeguarding and enhanced DBS clearance

EMPLOYEE BENEFITS

CONTRACTUAL BENEFITS

- Membership of a Defined Contribution Pension Scheme with up to 12% employer contributions
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

OTHER BENEFITS

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- Access to a 'cash plan' healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free group life insurance cover of up to four times' salary
- Generous paid family leave.

Further information on our benefits can be found on our [staff benefits](#) webpage.

Please note that some benefits are non-contractual and may be amended or withdrawn at any time. Certain benefits may also be subject to a qualifying period and/or specific terms and conditions such as being available up to State Pension Age.



HOW TO APPLY

SAFER RECRUITMENT STATEMENT

St John's College is committed to promoting and safeguarding the welfare of the Choristers of the Choir of St John's College, Cambridge and expects all staff and volunteers to share this commitment.

St John's College follows a safer recruitment process for all roles within the Chapel and Choir Department.

Our Safer Recruitment Process includes:

- Declaration of any unspent or relevant criminal convictions (as defined by the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975).
- Shortlisting based on your qualifications, skills and experience
- Formal interview
- Verification of your identity and right to work in the UK
- Confirmation of employment history and a minimum of 2 satisfactory references
- Confirmation of your qualifications
- An enhanced Disclosure and Barring Service (DBS) check
- Safeguarding training

Thank you for your interest in joining our team. To apply for a role with us, please follow the guidance below to ensure your application is considered.

WHAT TO INCLUDE IN YOUR APPLICATION

Please submit the following documents:

- **Curriculum Vitae (CV)**

Your CV should include your education, qualifications (with grades), training, and full career history, including your annual salary and your reason for leaving, or your notice period where applicable.

Please also provide two referees, including their name, position, relationship to you and contact email address. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past, one referee must be from the employer or volunteer organisation by whom you were most recently engaged in work with children. Please also specify whether we can contact this referee before the interview

- **Covering Letter**

Your covering letter should be no longer than two A4 pages and should address the specific role you are applying for. Please explain why you are interested in the role and the organisation, and highlight any key skills or experience that make you a strong fit.

HOW TO APPLY

HOW TO SUBMIT YOUR APPLICATION

Please upload your CV and covering letter through our online portal by clicking the 'Apply Now' button on the job advert that you are interested in.

By applying for this role, you will provide personal data that the College will process in accordance with its obligations under data protection legislation and its Data Protection Policy. Further information is available on the College website at joh.cam.ac.uk/about-us/how-we-work/data-protection.

DEADLINE

All applications must be received by **11pm on 25 May 2026**. Interviews are expected to be held on **5 June 2026**.

For an informal conversation about the role, please contact Revd Graham Dunn (Chaplain): graham.dunn@joh.cam.ac.uk

TIPS FOR A STRONG APPLICATION

- tailor both your CV and covering letter to the information provided in this pack
- proofread carefully
- focus on how your experience aligns with what we're looking for
- avoid using the same generic letter for every application or an AI-generated letter

We look forward to hearing from you and wish you the best of luck with your application.



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