

CHAPEL ADMINISTRATOR FURTHER PARTICULARS

About New College and New College School

New College is one of Oxford's oldest and best-known colleges. Founded by William of Wykeham in 1379, the college has grown to become one of Oxford's largest. The main site in the heart of the city is one of the most beautiful in Oxford, boasting the earliest planned college quadrangle and spectacular gardens set against the medieval city wall.

New College School has been an integral part of the college since 1379. Today it is an independent day school for boys aged 4-13, owned and governed by the college. The school is a small and friendly community of some 160 pupils.

The Chapel and Choir

William of Wykeham placed the chapel at the heart of the college, and today the chapel brings together the whole college and school community. It is one of the oldest and most beautiful buildings in the college, and those of us who work there feel privileged every day. During University of Oxford term, the chapel hosts a busy schedule of services sung by the Choir of New College (daily except Wednesday), concerts, recitals, lectures and plays, and services for New College School. The Choir of New College has been singing to God's glory in the chapel since it was consecrated. Today around 20 choristers from New College School, 8 New College students (Academical Clerks) and 6 adult professional singers (Lay Clerks) sing in the choir, under the direction of the Organist, Robert Quinney. The choir sings daily services in term time, plus concerts, special services, and recordings, in the chapel and in venues around the world.

The Chapel and Choir team

The **Dean of Divinity** has overall responsibility for all aspects of chapel life, ensuring that the College fulfils its charitable purpose of advancing the Christian faith alongside its core mission of education, learning, and research. In carrying out this role, the Dean works closely with a wide range of colleagues and volunteers, including:

- **Associate Chaplain** – Leads services on Mondays and Tuesdays, organises preachers and readers, and oversees the training of servers.
- **Organist (Director of Music)** – Responsible for all chapel music, the musical training of the choristers, and contributes to the College through tutoring and lecturing.
- **Assistant Organist** – Accompanies services and deputises for the Organist by leading rehearsals and services when required.
- **Headmaster and Chorister Tutors** – Responsible for the education, pastoral care, and welfare of the choristers.
- **Chapel Manager** – Prepares the chapel for services and oversees front-of-house operations, as well as the care of the chapel building, vestments, and silver. The Chapel Manager is supported by a team of Deputy Chapel Managers.
- **Choir Administrator** – Manages the choir schedule and coordinates concerts, recordings, and open days.
- **Chapel Scout** – Maintains the cleanliness and presentation of the chapel.
- **Concert Administrator** – Manages concerts given by students and external organisations.

Several College Officers also play significant roles in the life of the chapel, including:

- **Precentor** – Represents the Chapel on the Governing Body and assists at major services.
- **Dean and Chatters Fellow** – Responsible for the historic fabric and artworks of the College and also directs the independent New Chamber Opera, which performs regularly in the chapel.

The Chapel is further supported by several **Honorary Chaplains**, who occasionally lead services, together with a dedicated team of student and parent volunteers, including a **Chapel Graduate Scholar**.

Summary of Responsibilities

The **Chapel Administrator** is responsible for the administration and coordination of chapel services and events, providing comprehensive administrative support to the **Dean of Divinity** in the delivery of the Chapel's worship, pastoral, and operational activities.

The following list of duties is indicative, and may change, with negotiation, as the priorities of the chapel evolve:

- Use Microsoft Word, InDesign and Adobe Express to prepare service sheets and publicity for chapel services and events.
- Assist the Dean of Divinity in her work organising chapel services, managing Chapel Committee, liaising with the college parishes and maintaining the fabric of the chapel.
- Manage special services and events in chapel (other than concerts) and co-ordinate with catering, tourism and other departments in college.
- Maintain the chapel diary.
- Non-expert accounting duties, including processing invoices promptly and maintaining the chapel collection accounts.
- Manage requests and bookings for baptisms, weddings, and funerals; liaise with families and co-ordinate logistics, prepare marriage documents.
- Respond to requests from groups and other visitors.
- Oversee safer recruiting of chapel staff and volunteers, under the supervision of New College School staff.
- Maintain the YouTube channel and provide administrative support for livestreaming.

Liturgy and Publicity

- Prepare service sheets for special services and collate comments and corrections; arrange for printing and delivery.
- Refresh regular service sheets for daily services as necessary and maintain templates for annual services.
- Co-ordinate the readers' list, brief readers, and print readings for use in chapel.
- With the Chapel Manager, coordinate the supply of chapel consumables.
- Devise and implement a publicity strategy for chapel services and student events in chapel (concerts and plays) within college through termcards, posters, email and social media.
- Co-ordinate publicity with the Choir Administrator, who is responsible for publicising choir concerts (not services), organ recitals and other choir events.
- Set up the livestreaming of services on YouTube and organise the rota of student livestreamers.

Assisting the Dean of Divinity

- Assist the Dean of Divinity in arranging internal and external meetings, including parking and accommodation as necessary.
- Co-ordinate access to the chapel for building work, inspection visits and maintenance.
- Coordinate arrangements for visits from the college parishes and for the biannual clergy conference (next in September 2027).
- Coordinate preparation of the agenda and papers for Chapel Committee.
- Act as Secretary to the Committee, taking notes at the meeting and preparing minutes with the Dean of Divinity.
- Provide administrative assistance to the Associate Chaplain as required.

Chapel Diary, Events and Bookings

- Assist the Dean of Divinity in organising large services and chapel social events, including invitations and replies, booking rooms and arranging catering.
- Have oversight of the diary and anticipate bookings well in advance. Ensure that the chapel diary is accurate and brief key personnel at the beginning of term on upcoming events.
- Consult with department heads about dates and availability of staff and rooms, with Chapel Committee for approval for new bookings and the Development Office for any event involving alumni.
- Brief the lead contact for a booking on the guidelines for use and health and safety protocols.
- Book a Chapel Manager if necessary.
- Liaise with groups visiting for evensong and other visitor requests and pass on details of bookings to the Chapel Manager, the porters and the chaplain taking the service.
- Coordinate Carol Services, and special services, memorial services, and other major events in Chapel. In particular:
 - Running ticket applications
 - Designing and printing tickets
 - Briefing the Chapel Manager and the porters
 - Advising on the seating plan and use of the chapel
 - Informing the Warden of important events, and liaising over major college events in chapel
 - Attending major services as an assistant Chapel Manager (for additional pay if overtime)

Baptisms, Weddings, and Funerals

- Take requests for weddings, book these into the diary and maintain a waitlist. Note there will be no weddings until summer 2028.
- Coordinate with the Home Bursar, Catering Manager and Events Office to book weddings around other college events (especially graduation).
- Communicate with wedding couples; brief them about necessary arrangements, organise rehearsals and coordinate logistics for the day, including briefing the porters, arranging for entry for musicians, florists, photographers, etc.
- Prepare the official marriage document and confirm details with the couple and officiating clergy.
- Book baptisms and liaise with families about logistics.
- Pre-fill baptism certificates, the baptism register and godparent cards.

- Coordinate logistics for funerals and memorials, arranging catering when necessary, briefing the porters, recruiting and briefing ushers.
- Alert relevant staff about upcoming events and ensure the college is closed when necessary.

Additional Duties

- Maintain accounts of the chapel collections, request payments to charities from the Bursary, and report on these once a year to Chapel Committee.
- Attend the college Health and Safety Committee and maintain relevant training qualifications.
- Process all invoices to do with the Chapel.
- Process time sheets for casual chapel staff (Deputy Chapel Managers and Livestream Operators).

Skills, qualifications and experience

Essential

- Previous experience in a busy administrative role, including diary management.
- Proficiency in Microsoft Office and Adobe applications, with experience of producing high-quality documents and publicity materials using Microsoft Word, Adobe InDesign and Adobe Express.
- Excellent written and verbal communication skills, with the ability to communicate effectively and professionally with a wide range of audiences.
- A friendly, approachable and welcoming manner, with the confidence to communicate assertively and appropriately when required.
- Excellent organisational skills, with the ability to prioritise workloads, anticipate issues and plan effectively.
- Ability to work effectively both as part of a team and independently with minimal supervision, including a willingness and ability to undertake lone working where required
- Respect for, and willingness to support and promote, the Chapel as a place of Christian worship, regardless of personal faith or belief.
- Excellent attention to detail, with a high level of accuracy in proofreading documents, maintaining records and coordinating arrangements.
- Commitment to safeguarding and the policies and procedures of New College School.

Desirable

- Educated to degree level or equivalent
- Experience working or volunteering in a church or chapel or performance space.
- Experience in venue or event management.
- An interest in and knowledge of classical and choral music.
- An interest in the history of the college, chapel and choir.

This job description is not exhaustive and, in accordance with the college's priorities, is subject to regular review as new areas of work emerge. The post-holder will be required to respond flexibly to changing requirements.

Hours of Work

Working 21 hours per week (.6 FTE annualised), excluding unpaid meal breaks.

The weekly working pattern will be agreed with the Dean of Divinity and can include up to 50% working from home.

Leave Entitlement

6 weeks plus bank holidays, pro rata, with the following restrictions:

Term-time:

- Up to 4 days off per term (as annual leave or in lieu) with the agreement of the Dean of Divinity. More than two consecutive days of leave may not usually be taken during university terms, except by arrangement.
- Bank holidays must be taken as annual leave.

Out of term:

- At least 4 weeks of the annual leave entitlement must be taken in the school and university holidays: early January, mid-March to mid-April, and August – September.

Probation Period

The post is subject to a four-month probationary period.

Equality and Diversity

New College is committed to increasing diversity across all parts of the institution and to welcoming under-represented groups. It aims to provide an inclusive environment which promotes equality and maintains a working, learning and social context in which the rights and dignity of all its members are respected to assist them in reaching their full potential. For this post the college welcomes applicants of all faiths and none; the postholder must respect the Christian ethos of the chapel and be willing and able to work in a place of Christian worship. The antechapel and chapel are accessible via low ramps. There are stairs into and between the vestries (back of house spaces); a project to rebuild these spaces and provide level access is expected to be completed by summer 2027. The College is an equal opportunities employer and adheres to the University's Equal Opportunities Policy and Code of Practice, a copy of which is available on request.

Safeguarding

New College and New College School are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. In accordance with our Safeguarding Policy, we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & Confidential for the Headmaster'. The successful applicant must obtain Barred List clearance and DBS clearance at enhanced level. All necessary and appropriate safeguarding checks must be completed before commencement of the role.