



Appointment of Chapter Clerk





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A very warm welcome

Dear Candidate,

Thank you for your interest in the role of Chapter Clerk at the College of St George.

Founded in 1348, the College has, for more than six and a half centuries, sought “evermore to wait upon the Lord’s service.”

At the heart of our common life is the daily round of worship in St George’s Chapel, where prayer is offered for the Sovereign and the Companions of the Order of the Garter, and where many thousands gather each year as pilgrims and visitors. Alongside the Chapel, the work of St George’s House and St George’s School expresses our commitment to thoughtful engagement, education and the exploration of Christian faith in public life.

The Chapter, as the governing body of the College, relies upon the skill, integrity and dedication of its staff and colleagues to sustain this shared vocation.

The Chapter Clerk plays a central part in supporting the governance, good ordering and efficient operation of the College’s life,

enabling its members to fulfil the responsibilities entrusted to them under God by the Monarch.

We seek a person of sound judgement, discretion and careful attention, who understands the privilege and responsibility of serving within an ancient yet living institution. In joining the College, you would become part of a community that strives to care well for one another, to carry out its work faithfully and efficiently, and to ensure that our place of prayer, service, learning and hospitality continues to flourish for generations to come.

If you are drawn to contribute your gifts to this enduring work, we warmly invite your application.

Yours most sincerely,

Christopher Cocksworth
Dean, College of St George





About us

Established on 6 August 1348 by King Edward III as the spiritual counterpart to the Order of the Garter, the College of St George is a unique religious fellowship with a 675-year legacy of unbroken daily worship.

As a Royal Peculiar, the College maintains a direct relationship with the Sovereign and operates as an independent, self-financing institution. It is responsible for the stewardship of its historic buildings, which comprise approximately one-quarter of Windsor Castle.

The College's work remains centred on worshipping God and supporting the Sovereign through prayer and counsel - a vocation that resonates deeply with King Charles III's commitment to the good ordering of society.

Each year, the College welcomes over one million visitors and pilgrims. Sustaining this mission relies on its own resources and discreet fundraising, supported by the Chapter Clerk, to ensure its ancient heritage remains, in the College's own words, "ever new".

The College's mission is carried out through five key entities:

- **St George's Chapel** - The spiritual home of the Knights of the Garter, where worship is offered at least three times daily, enriched by a world-class Music Department and Choir.
- **St George's House** - A leading consultation centre bringing together influential figures to explore moral and ethical questions of global significance.
- **St George's School** - A thriving educational community, including the Chapel's choristers, set within the Castle grounds.
- **Archives and Library** - A remarkable repository of manuscripts and rare books dating to the 12th century, increasingly drawn upon for international scholarship.
- **The Military Knights of Windsor** - A historic and cherished part of the collegiate presence within the Castle walls.



A religious fellowship:
to worship God, to
serve society, to offer
hospitality, to maintain
the common life.



How do we work?

The College of St George receives no direct funding from the Church or State. Instead, it operates as a fully self-financing institution - a remarkable achievement for a body of its age, scale, and ambition. Sustaining its mission relies on its own resources, careful stewardship, and discreet, prudent fundraising, a responsibility supported by the Chapter Clerk and shaped by a deep sense of duty to the College's founding purpose.

Each year, the College welcomes over one million visitors and pilgrims from across the world. Their care is coordinated closely with the Royal Collection Trust, ensuring that every guest receives a warm and meaningful welcome - whether visiting St George's Chapel, browsing the Cloister shop, or simply stepping inside one of England's

most extraordinary historic spaces.

Governance of the College rests with the Dean and Canons, whose role is rooted in an ancient charge: "evermore to wait upon the Lord's Service." Yet this is far from a purely ceremonial function. The Dean and Canons provide active leadership across the College's many entities, balancing the weight of a 675-year tradition with a clear-eyed focus on the contemporary needs of society.

It is this rare combination - financial independence, royal connection, daily worship, and societal engagement - that allows the College to remain both a living institution and an enduring one.





The King's Free Chapel.

The Chapel of the Most Honourable and Noble Order of
the Garter.

The Chapel of the College of St George.





The role

Though all significant matters of decision, especially in relation to policy, flow through Chapter, the Chapter Clerk is required to show initiative in all areas of delegated responsibility, and to provide a sound lead in them, as well as providing advice to Chapter and to College staff and members on all dimensions of the College's life.

There is a considerable level of autonomy to the post, with the majority of the work being unsupervised; but there is proper accountability to the Chapter.

Key responsibilities include:

- Acting on behalf of Chapter to enact and enable their decisions to be put into practice.
- Provide advice and guidance to Chapter based on the wider operating context of the College and Castle.
- Effective operation of the Chapter's activities, with responsibility to ensure they are compliant within:
- HR, legal, health & safety, data protection, security, tourist and retail matters.
- To be the Designated Safeguarding Lead for all Chapel matters, supported by a member of Chapter.
- Facilitating planning and deconfliction of all day-to-day activities and events to allow all other departments to carry out their duties effectively.
- Ensure the smooth flow of information within the College and between the College and the wider Castle Community.
- Build and maintain effective working relationships with internal and external stakeholders.

- Act as the operational liaison with the Royal Household, Castle Police and Local Authority, including for state, royal and ceremonial occasions.
- Coordination of non-liturgical events, such as concerts, within St George's Chapel.

The Chapter Clerk is also:

- Chapter Secretary, a Director and Company Secretary of St George's Chapel shop, Company Secretary of The Foundation of the College of St George and the US Foundation.
- The point of contact for all media enquiries.

Working contacts:

- Close working relationship with the Dean as Head of College and Chair of Chapter, Register of the Order of the Garter and Senior Domestic Chaplain to The King.
- Close working relationships with the Canons as Canons of Windsor and members of Chapter and in their Chapter Offices (and, thereby, the departments they oversee) and other distinctive roles.
- Daily contact with personnel throughout the College.
- Frequent contact with the Royal Household, including the Royal Collection Trust, the Companions and Officers of the Order of the Garter, police and local authorities and significant other local and national organisations.



The person

Key Skills required:

- Personal qualities of integrity, selflessness, kindness and the ability to make good and constructive relationships are key, as is the need to be in full sympathy with the College's life and purpose, its ministry and mission.
- The skills to work well in a team, providing leadership as appropriate, are necessary, along with good interpersonal skills.
- Wide administrative and managerial experience are vital, together with media handling skills.
- The ability to work under pressure and with discretion, to be flexible and accessible, responsive and resourceful.
- A willingness to take a full and active part in the life of the College, including some evening and weekend work.
- A sound understanding of finance and budgeting procedures.





Terms of Appointment

This job description should be read in conjunction with the document entitled: 'The Life & Purpose of the College of St George'.

Salary: Annual salary circa £65,000.

Accommodation: Accommodation in the Canons' Cloister to the north of St George's Chapel within Windsor Castle. Should the offer of accommodation not be taken up, the salary will be adjusted accordingly.

Other benefits:

- The Dean & Canons of Windsor operate a stakeholder pension scheme.

- On-site parking for one car per household is provided.

Job Offer: will be subject to successful security clearance, DBS, and references.





How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to the College of St George on this appointment.

Candidates should apply for this role through our website at roles.saxbam.com using code XBYJA.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring* form.

The closing date for applications is Monday 6th April 2026 at 5pm.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

*The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.





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