



# THE ROYAL BALLET SCHOOL

**Associate Centre Coordinator – *Non- line management responsibility* –**

**JOB DESCRIPTION**

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## **Overall Purpose of this Post**

To coordinate the efficient day to day running of the Associate Programme, as directed by the Associate Programme Manager.

The Associate Programme is an extensive national programme introducing the School's System of Training to young, talented students studying at private ballet and vocational schools across the country. It is divided into 3 stages: Junior, Mid and Senior Associates.

## **Summary of the Role**

The successful candidate will be responsible for coordinating the efficient running of day to day activities for the Associate Programme, ensuring student's safety and well-being at all times. This role will be varied and fast paced as you will need to take control of the administration of each session, ensuring all correct procedures are followed by parents and staff; whilst maintaining confidentiality in regard to all student and staff activities of The Royal Ballet School.

## **Contract Terms**

Salary: £10.00 per hour

Location: Eastleigh

Hours: Saturdays, 10.45am-5.00pm

Holidays: All annual leave is to be taken outside of term time and other scheduled.

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**Reporting to:** Associate Programme Manager

**Line Manages:** N/A

**Budgetary Responsibility:** N/A

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## **Safeguarding Duties and Responsibilities**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following is expected of all staff:

- To uphold the School's policies relating to safeguarding & child protection, behaviour, Health & Safety and all other relevant policies
- To promote and safeguard the welfare of children and young persons for whom you are responsible, and come into contact with
- To ensure full compliance with all statutory regulations, in particular Keeping Children Safe in Education, (2015) communicating concerns to the Designated Safeguarding Lead, other relevant staff of The Royal Ballet School or local Children's Services as appropriate.

**Main Duties** (*This list should be seen as illustrative of the responsibilities rather than prescriptive*).

- Meet parents and students, ensuring that the correct welcome process is followed
- Supervise children once the parent leaves, while they change and around the building into their studio as required and directed by the teacher
- Ensure that students are collected by parent/guardian and are not left unattended at any time
- If a student has not been collected, follow the correct procedure
- Escort students to the toilet where necessary and supervise if appropriate
- Assist any child taken ill or injured in class, under the direction of the class teacher
- Pass messages to the class teacher and a brief account of how the day ran, informing her/him of any problems or concerns
- Pass on messages to parents as required
- Deal with spare uniform items as necessary
- Deal with any lost property as required
- To assist teachers and other staff in the event of a fire emergency
- Any other duties as may reasonably be required and that fall within the scope and range of the job

## **Person Specification**

### ***Essential***

- Excellent communication skills, diplomacy and confidence in liaising with a wide range of people including children and young adults
- Ability to prioritise work and remain calm in a busy and demanding environment
- Able to work flexible hours as the job demands
- Access to the internet/emails from home for information purposes
- Empathy with the aims and ethos of the School

### ***Desirable***

- First Aid training
- Child Protection Level 1 training
- An interest in ballet