



# ROYAL BALLET SCHOOL

## TRAINING AND ACCESS APPRENTICE

### OVERALL PURPOSE OF THE POST

To provide essential daily administrative support to the Training and Access team, across a variety of programmes and activities.

### SUMMARY OF THE ROLE

A great opportunity for someone looking to develop a wide range of experience across several exciting and varied programmes. With a can-do approach, you will be confident in turning your hand to support a variety of activities, programmes and events.

### CONTRACT TERMS

Salary	£17,500 per annum
Duration	Two years fixed term, dependent always on the continuation of the Apprenticeship programme
Hours	Full-time, 35 hours per week with evening and weekends compensated by TOIL
Location	Covent Garden, with travel to White Lodge when necessary
Annual Leave	30 per annum, not to be taken during peak times

### SAFEGUARDING DUTIES AND RESPONSIBILITIES

The School is committed to safeguarding and promoting the welfare of children and young people and recognises that safeguarding and promoting the welfare of children is everyone's responsibility. The School expects all staff and volunteers to share this commitment to children's safeguarding and to share this child-centered approach. This approach means that staff must consider, at all times, what is in the best interests of the child. Additionally, the following is expected of all staff:

- To uphold the School's policies relating to safeguarding and child protection, behavior, health and 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 report any safeguarding concerns using the relevant channels, such as informing the Designated Safeguarding Lead, in a timely and appropriate manner
- To ensure full compliance with all statutory regulations, in particular the most recent Keeping Children Safe in Education, and 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 rather than prescriptive

- Provide administrative support for all Training and Access Programmes. Including the Associates Programme, Primary Steps, Affiliate Training and Assessment Programme and Teacher Training.
- Attend and provide support for Training and Access events and activities
- Attend and provide support for other departmental activities when time permits
- Gather facts and collate information as directed
- Assist Line Manager and Programme Coordinators with a variety of daily and weekly tasks in planning and preparation of events and activities
- Coordinate incoming enquiries through post, email and telephone
- Support the Programme Coordinators with arranging departmental travel and accommodation as required
- Assist with the maintenance of student, teacher and parent data ensuring the whole team has access to accurate and up to date information
- Provide administrative support to the Programme Heads with the processing of financial information
- Create documents, campaigns and other forms of communication to be sent to all who engage with the departments such as information packs, promotional material for events, teaching resources etc.
- Minute take during the weekly staff meeting, recording all relevant notes
- Any other duties as may reasonably be required and that fall within the scope and range of the job

## PERSON SPECIFICATION

### ESSENTIAL CRITERIA

- Good organisational skills with the ability to prioritize work and manage conflicting deadlines
- Ability to support a large team in a variety of areas as well as working independently and autonomously when the job requires
- Excellent interpersonal and communication skills, able to build good supportive relationships with colleagues and represent the school at event days
- Daily working knowledge of, or willingness to learn Windows PC systems and Microsoft Office programs
- Familiar with, or willing to learn database systems and event management systems
- Willing to work collaboratively across all functions of the departments and externally

- Flexible attitude towards duties and working patterns in order to fulfil the requirements of the role
- Empathy with and a commitment to the aims and ethos of the School.

#### DESIRABLE CRITERIA

- Interest in / knowledge of dance in education
- A commitment to providing high quality educational opportunities for young people in a wide range of contexts.

We're passionate about creating an inclusive workplace that promotes and values diversity. At The Royal Ballet School we are committed to creating an environment where every one of our employees feels part of our team and can flourish, regardless of their background.