



ROYAL
BALLET
SCHOOL

DRIVER AND SUPPORT OFFICER

OVERALL PURPOSE OF THE POST

To drive staff, students and visitors to/from local stations and provide general assistance to the Support Services Team.

SUMMARY OF THE ROLE

This role is designed to provide regular driving duties as timetabled. You will have a friendly and approachable manner and willing to work flexibly to meet the needs of the schools' schedule.

Taking responsibility for the Schools' vehicles you will ensure their general upkeep and arrange regular servicing. Daily duties will include driving

to/from local stations, chaperoning contractors and providing general portering assistance and classroom/studio set up.

CONTRACT TERMS

Salary £10,415.20 per annum (£11.08 per hour)

Hours 20 hours per week, 6:30am – 10.30am Monday- Friday during term time, one week in the Easter break and four weeks of Summer School to cover the intensive courses.

Location White Lodge, Richmond Park

Annual Leave All annual leave is to be taken outside of term time and other scheduled periods such as the Intensive Courses and INSET.

Line Managed by Site Services Manager

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.

Driving

- Transport staff, students and visitors to and from the School following necessary road safety laws and precautions
- Complete daily log sheets of journeys
- Manage vehicles including general upkeep, cleaning inside and out regularly.

- Complete general vehicle admin such as vehicle tax, arranging regular servicing and MOT's etc.

Site Support

- Support the FOH team in responding to fire, intruder and panic alarms and with carrying out Health & Safety checks and inspections on site and in vehicles
- Be responsible for unlocking the school in the morning
- Prepare classrooms and studios according to timetable requirements
- Chaperone contractors and guests when required
- Assist with recycling and waste management
- Provide assistance to the wider Support and Technical Services teams
- Any other duties that may reasonably be requested by your Line Manager and that fall within the grade and scope of the post.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Full, manual, clean driving license with D1 category
- Able to work to a schedule with minimum supervision using own initiative
- Reliable and trustworthy, acting with integrity and professionalism at all times
- Proactive and flexible approach to work and hours, willing to support all aspects of school life
- Confident and capable of manual handling / heavy lifting (training will be given).
- Friendly and approachable manner
- Empathy with and commitment to the aims and ethos of the School.

DESIRABLE CRITERIA

- Working knowledge of Microsoft Office programs or willing to attend training.

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.