



ROYAL BALLET SCHOOL

EXECUTIVE ASSISTANT

OVERALL PURPOSE OF THE POST

- Manage the efficient running of the Artistic Director's office, providing full administrative support
- Provide administrative support for the other members of the Senior Leadership Team including servicing committee and Board meetings as required
- Develop and maintain good communication and working relationships with staff, students and external contacts

SUMMARY OF THE ROLE

This role will suit a proactive, discreet and professional Executive Assistant with excellent organisational skills, proven experience of supporting at Director level and managing a busy office. Acting as first point of contact for the Artistic Director, you will field all enquiries with tact and sensitivity, maintaining strong relationships with internal and external stakeholders. An excellent communicator with an exceptional command of English, you will be adept at managing correspondence and have a good sense of when to consult or seek advice

CONTRACT TERMS

Salary	£35,000 to £40,000 per annum, depending on skills and experience
Hours	35 hours per week with occasional weekend and evening work compensated by TOIL
Location	Covent Garden and at least one day a week at White Lodge in Richmond Park
Annual Leave	30 days per annum plus bank holidays to be taken primarily outside of term time
Line Managed by	Artistic Director
Key contacts	Chief Operating Officer, Academic & Pastoral Principal, Commercial Director, Artistic Managers, Development and HR staff

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, behaviour, 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

EXECUTIVE ASSISTANT TO THE ARTISTIC DIRECTOR

- Manage the Artistic Directors office; managing their diary, travel arrangements and file management, acting as first point of contact, preparing correspondence, documents and proof-reading
- Responsible for scheduling meetings, ensuring that papers are available in advance and taking minutes of artistic meetings
- Book and host the Artistic Director's guests for meetings, performances, events and internal competitions, in liaison with the Development team if necessary
- Manage the Artistic Director's guest list, seating arrangements and tickets for the School performance at Opera Holland Park and the Royal Opera House (ROH) in liaison with the Development team
- Box office presence for School performances at Opera Holland Park and the ROH
- Organise travel, accommodation and fees for guest teachers and choreographers in liaison with HR
- Prepare reports, compile and collate papers, information and statistics for meetings and Annual Reports
- Manage external relationships with international dance schools, companies and community, visiting teachers, choreographers and associations
- Coordination of visiting students and the School's International Scholars Programme. Liaison with parents and staff to coordinate logistic and arrangements
- Maintain confidentiality at all times

EXECUTIVE ASSISTANT TO THE SENIOR LEADERSHIP TEAM

- Fielding general enquiries, diary liaison and providing administrative support as needed
- Administration of various committees and Board meetings, preparation of agendas and reports in liaison with the Chief Operating Officer and Academic & Pastoral Principal and taking confidential minutes
- Liaison with the School and Company Governing bodies and committees
- Administration of Senior Leadership Team meetings including collating and distributing agendas and taking minutes

GENERAL

- Work in close liaison with Artistic, House and School Administration staff to ensure a strong and consistent support to the students' experience
- Support the Development Team with events, drinks receptions and performances when hosting Artistic Director guests
- Any other duties as may reasonably be required and that fall within the scope and range of the job

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Excellent organisational and administrative skills with previous experience of providing support at Director or senior company level
- Proven experience of managing a busy office
- Outstanding communication skills with a high command of English
- Strong writing and proof-reading skills and attention to detail
- Experience booking and coordinating international travel schedules
- Excellent interpersonal skills and ability to build effective and resilient relationships at all levels and with key stakeholders while demonstrating tact and diplomacy
- Strong working knowledge of Microsoft Word and Outlook with accurate and well-presented typing skills and ability to draft correspondence independently
- Ability to work with autonomy and flexibility and to safeguard confidential information
- Resourceful under pressure and ability to prioritise a demanding workload
- Credibility, integrity and diplomacy
- Proven experience of servicing meetings including taking concise and accurate minutes
- Motivated, stress resilient, working with utmost integrity at all times
- Willing to work flexible hours and evenings and weekends as required
- Empathy with and commitment to the aims and ethos of the School

DESIRABLE CRITERIA

- Experience of collating information, producing statistics and reports and issuing board papers
- An understanding of good governance and compliance practice for charities and/or schools
- Experience of using mail merge
- A knowledge of, or strong interest in, ballet or the arts
- Experience of working in a school or training environment

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.