



ROYAL  
BALLET  
SCHOOL



# JOIN OUR TEAM

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WORK AT THE ROYAL BALLET SCHOOL

# ABOUT US

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We are a global organisation with an important mission: to nurture, train and educate exceptional classical ballet dancers and to set the standard for dance training worldwide.

As a boarding school, a performing arts organisation and a charity, our team is varied. Our staff have specialist skills in dance, academics, pastoral care, healthcare, outreach, marketing, fundraising, and operations - to name a few.

We look for committed, enthusiastic candidates who demonstrate the skills and experience we need.

People are the key to our success - we attract, retain, develop and motivate the best in their fields to share our commitment to providing excellent care and education for our aspiring dancers and dance teachers.

## OUR VALUES

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**ACTIVELY  
WIDENING  
ACCESS**

**OUR HERITAGE  
NOURISHES  
OUR FUTURE**

**STRIVING FOR  
EXCELLENCE**

**NURTURING  
INDIVIDUALS**

**ALWAYS  
INNOVATING**

# WHAT'S IN IT FOR YOU?

Our full-time students are based at White Lodge in Richmond Park and Upper School in Covent Garden.

There are two additional boarding houses for Upper School students in Pimlico and Covent Garden. We also have offices on Bedford Street in Covent Garden.

The Royal Ballet School operates in locations worldwide, including different Associate centres and venues for Primary Steps and Intensive Courses.

Across our sites, there are a total of 280 employees. Wherever they work, our team respect each other, knowing everyone has a unique part to play in our organisation's mission. Our workspaces are friendly, welcoming and inclusive. Our employees share a passion for the arts in society and for supporting individuals to reach their full potential.



**GENEROUS  
PENSION  
SCHEME**



**TECH AND  
ELECTRIC  
VEHICLE SCHEME**



**CYCLE TO  
WORK  
SCHEME**



**EMPLOYEE  
ASSISTANCE  
PROGRAMME**



**LEARNING AND  
DEVELOPMENT  
OPPORTUNITIES**



**SEASON  
TICKET  
LOAN**



**GENEROUS  
ANNUAL  
LEAVE**



**DISCOUNTS  
OFF A VARIETY  
OF BRANDS**



**MAINTENANCE  
OPERATIVE**



# APPLICATION DETAILS

## LOCATION:

White Lodge, Richmond Park with a requirement to attend all School sites as required.

## HOURS:

40 hours per week, Monday – Friday plus 1-hour lunch break (unpaid).

Shift pattern will be one of the following: 7am–4pm, 8am–5pm, 10am–7pm with the requirement for some flexibility. Some evening and weekend work will be required.

## OVERALL PURPOSE OF THE ROLE

Assist in the smooth running of the School's premises by providing high standard maintenance and building care and supporting the work of external contactors.

## SUMMARY OF THE ROLE

In line with School-wide cost-saving measures, the Technical Services team aims to reduce its use of contractors carrying out planned, routine works by investing in a skilled team of in-house staff. These roles will take responsibility for the School's premises by undertaking repairs, maintenance and small works to ensure the safe and effective running of all sites.

The post holder will be proactive, conscientious and approachable, focussed on planning routine maintenance, responding efficiently to daily requests, actively monitoring the sites and anticipating future improvements. They will take pride in ensuring our buildings are looking and operating to the highest standards and will assist with managing contractors. Past experience in a similar role or trade is required.

## SALARY:

Circa. 29,000 per annum depending on skills, knowledge and experience

## INTERVIEW DATE:

Applications will be shortlisted on submission. Early applications are advised.

## APPLICATION CLOSING DATE:

29 February 2024



## MAIN DUTIES

- Carry out various routine maintenance tasks such as: carpentry, decoration, filling/re-plastering, floor coverings, locks, minor plumbing, re-glazing, statutory compliance work etc.
- Ensure the security of the site, its buildings and contents
- Carry out risk assessments and regular checks of the site ensuring it is HSE compliant
- Manage site maintenance equipment ensuring it is stored, cleaned and in working order
- Carry out small improvement works such as hanging pictures, shelves etc.
- Manage stock control of consumables
- Maintain records of works, supplier invoices etc. as required by the Manager
- Identify, assess and respond to potential risks accordingly
- Respond to fire, panic and intruder alarms during normal working hours
- Assist with the manning of Reception area outside of core school hours
- Prepare classrooms and studios according to timetable requirements
- Assist with recycling and waste management
- Provide emergency driving as required
- Escort contractors to the site of repair works and ensure that they follow health, safety and emergency procedures
- Assist relevant staff at each site in carrying out fire alarm tests
- Assist with studio set up and furniture/equipment, deliveries and portage
- Provide support to the wider team across all sites as required
- Attend training/refresher courses as required and maintain up to date knowledge of relevant skills
- 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

- Experience in basic building repairs and maintenance
- Experience in one or more of the following trades: Carpentry, Plumbing, Painting and Decorating
- Able to use small industrial/electrical/mechanical equipment safely and effectively
- Able to work to own schedule with minimum supervision and using own initiative
- Strong communication skills able to build a good rapport with staff, students and contractors demonstrating a cooperative and approachable attitude

- Calm under pressure and confident responding to emergencies
- Willing to develop personally and technically through training
- Confident in working at height and capable of manual handling and heavy lifting
- Proactive and flexible approach to work and hours, willing to work some evenings and weekends when required
- Conscientious, taking pride in the work
- Knowledge of basic health and safety legislation
- Understanding of site security issues
- Working knowledge of Microsoft Outlook
- Full, clean driving licence
- Empathy with and commitment to the aims and ethos of the School.

## **DESIRABLE CRITERIA**

- Qualification in related trade e.g. NVQ, HND
- Experience of working within a service environment
- Experience of working in a school or similar educational environment
- Understanding of the complexities of a listed building

We are committed to creating an environment where all our employees feel part of our team and can flourish, regardless of their background. We're proud to be an inclusive workplace that promotes and values diversity.

The information detailed here about this role should not be considered encompassing. Over time, the emphasis of the job may change without changing the general characterisation of the role or the level of duties and responsibilities. This information will be periodically reviewed and revised in consultation with the postholder.

## **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-centred 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, particularly the most recent Keeping Children Safe in Education, and to communicate concerns to the Designated Safeguarding Lead, other relevant staff of The Royal Ballet School or local children's services as appropriate.



**CLICK HERE  
TO APPLY**

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ASSISTANCE  
WITH YOUR  
APPLICATION**

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CONTACT US  
IF YOU HAVE  
QUESTIONS**

