



ROYAL
BALLET
SCHOOL



JOIN OUR TEAM

WORK AT THE ROYAL BALLET SCHOOL

ABOUT US

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

**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**



**NIGHT
PORTER**

APPLICATION DETAILS



LOCATION:

White Lodge, Richmond Park

SALARY:

£21,210 per annum
depending on skills,
knowledge & experience

INTERVIEW DATE:

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

APPLICATION CLOSING DATE:

6 May 2024

HOURS

To 4am-12am each evening including a one-hour unpaid meal break. The shift pattern will be 4 evenings on/4 evenings off including Bank Holidays.

Christmas day and New Year's Day will be on call between 16:00-00:00 (requiring you only to attend site if called to do so). Christmas Eve and New Year's Eve will be a 10pm finish, a working shift of 16:00-22:00.

OVERALL PURPOSE OF THE ROLE

To be an integral part of the Operations team at White Lodge by providing essential assistance to all and ensuring the safety of all students, residential staff, and overnight visitors in the evening.

SUMMARY OF THE ROLE

The successful candidate will have experience in a similar role, preferably in a school setting. You will be responsible for locking up and securing the building and its grounds every evening, regularly patrolling the site, and responding to any reports of intruders or emergencies during your shift. You will also be required to aid our maintenance and Front of House teams when required. This could include Front of House (Reception) cover, handling deliveries, rubbish and recycling removal, classroom, studio, or general room set-up and assisting with general maintenance.

MAIN DUTIES

- Responsible for securing the buildings (School, studios, lodgings and extensive grounds) each evening
- General porter duties
- General Front of House/Reception duties
- Opening, closing and manning gates
- Operating the main car park gate
- Ensuring the buildings and grounds remain secure and escape routes are clear throughout the evening by regularly patrolling
- Liaise with relevant staff regarding special occasions when a varied lock up time may be necessary
- Respond to fire, intruder or panic alarms as and when necessary
- Complete all necessary paper work in a timely manner, as dictated by the Site Services Manager
- Assist the Maintenance and Front of House teams as and when necessary
- Inspect and drive the School Mini-Bus, MPV or Van as and when necessary.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Experience in a similar role
- Full, clean manual driving licence and own transport
- Reliable, flexible and trustworthy
- Ability to keep calm in an emergency situation and think on your feet
- Team player, but able to work alone and unsupervised
- Friendly and approachable manner
- Good written and verbal English
- Be physically able to lift and carry boxes, patrol the site on foot (including steps)
- Confident entering and leaving Richmond Park outside normal park opening hours, for which a gate key will be supplied
- Empathy with and commitment to the aims and ethos of the School.

DESIRABLE CRITERIA

- Flexibility to occasionally start earlier and cover any staff absence
- Previous experience of working in a school / educational environment

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.

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.

**CLICK HERE
TO APPLY**

**CLICK FOR
ASSISTANCE
WITH YOUR
APPLICATION**

**CLICK TO
CONTACT US
IF YOU HAVE
QUESTIONS**

