



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.

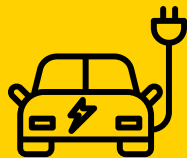
There are two additional boarding houses for Upper School students in Pimlico and Covent Garden. We also have offices on Bedford Street in Covent Garden.

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**



**TRAINING AND
ACCESS
COORDINATOR**

APPLICATION DETAILS

LOCATION:

Covent Garden

HOURS:

35 hours per week (five days per week over Monday to Saturday as required with additional weekend work compensated by TOIL).

INTERVIEW DATE:

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

OVERALL PURPOSE OF THE ROLE

To support the administrative delivery of the Royal Ballet School's Intensive Courses, Auditions, the Associate Programme and Primary Steps, working closely with the Training and Access Administrative Manager.

SUMMARY OF THE ROLE

A perfect role for a confident and organised administrator. With work assigned by the Training and Access Administrative Manager you will support the administrative team in the delivery of a range of activities across the UK. You will have administrative experience and enjoy the day-to-day tasks required to successfully support the programmes. A flexible and supportive attitude is key to ensuring that all work is delivered to a consistent high standard.

SALARY:

£25,000



MAIN DUTIES

In collaboration with fellow department Coordinators:

- Undertake day-to-day administrative tasks in a range of activities for the Intensive Courses, Auditions, Associate Programme and Primary Steps which includes administration for courses, auditions, events, workshops and weekly classes
- Support the administrative team where peak times are identified and additional resource for specific programmes is required.
- Chaperone students to pre-general rehearsals at the Royal Opera house and coordinate other Chaperones and student groups
- Work in conjunction with the Training and Access Administrative Manager in making efficient use of the database and utilising online technology to streamline data processing, making a more efficient service
- Support other programmes within the department and other areas of the School with internal events and performances where time permits
- Any other duties as may reasonably be required and that fall within the scope and range of the job.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Excellent, proven administration experience ideally gained in an environment with multiple programmes in a busy and varied office
- Excellent organisational skills with experience of prioritising work and managing conflicting deadlines
- Demonstrable experience of event management involving young people
- A good eye for detail in all documentation, written communication and data inputting
- Capable of supporting 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 supportive relationships with internal and external stakeholders
- Able to represent the school at event days and confidently promote the work of the department
- Strong working knowledge of Windows PC systems and Microsoft Office programs
- Familiar with database systems or experience of learning news systems quickly
- Willing to work collaboratively within the department and externally
- Flexible attitude towards duties and working patterns in order to fulfill the requirements of the role

- Willing to travel and work unsociable hours
- A commitment to providing high quality educational opportunities for young people in a wide range of contexts.
- Empathy with and a commitment to the aims and ethos of the School.

DESIRABLE CRITERIA

- Knowledge of or interest of ballet and/or dance in education
- Experience of working in an arts or educational organisation

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**

