



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.

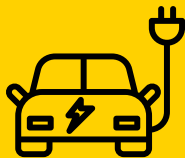
There are two additional boarding houses for Upper School students in Pimlico and Covent Garden. We also have offices on Bedford Street in Covent Garden.

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**



**DATA  
ANALYST**



# APPLICATION DETAILS

**LOCATION:**

Floral Street, Covent Garden

**SALARY:**

£35,000

**HOURS:**

35 per week, two years fixed term

**START DATE:**

September 2024

**INTERVIEW DATE:**

Week commencing 15 July 2024

**APPLICATION CLOSING DATE:**

15 July 2024

**OVERALL PURPOSE OF THE ROLE**

The Royal Ballet School is a world-renowned institution dedicated to nurturing the next generation of ballet dancers. Our commitment to excellence extends beyond the studio, encompassing all aspects of student well-being, including health and performance. We are embarking on a strategic project to enhance our healthcare initiatives through data-driven insights and are seeking a dedicated Data Analyst to join our team.

**SUMMARY OF THE ROLE**

We are looking for a highly motivated Data Analyst to support our healthcare and performance teams by managing and analysing data to inform injury prevention strategies, optimise training programmes, and improve overall student well-being. The successful candidate will work closely with our staff and external partners to ensure data integrity and develop actionable insights.

## MAIN DUTIES

### DATA MANAGEMENT AND COLLABORATION

- Collaborate with Smartabase on data cleansing, ongoing data hygiene, and developing new dashboards.
- Redefine injury data classification codes according to IOC 2020 standards.

### REPORTING AND MAINTENANCE

- Maintain the Smartabase system, ensuring data integrity and usability.
- Provide administrative support for Smartabase users within the Royal Ballet School.
- Implement and manage weekly injury reporting and daily wellness reporting systems.

### DATA ANALYSIS AND PROJECTS

- Conduct comprehensive analysis of injury costs and RED-s costs, reporting findings and insights.
- Analyse physical development and growth & maturation data to inform training interventions.
- Investigate the potential for integration of other school systems.

### INTERVENTION PLANNING AND IMPLEMENTATION

- Work with the performance team to plan and implement data-driven interventions aimed at reducing injuries and improving student outcomes.
- Monitor and evaluate the effectiveness of interventions, providing regular feedback and reports.

### CONTINUOUS IMPROVEMENT AND SUPPORT

- Maintain ongoing collaboration with Smartabase to enhance data systems and dashboards.
- Support the integration of wider RBS staff and parents onto the Smartabase platform.
- Investigate and address additional data analysis needs within the wider school community.

## PERSON SPECIFICATION

### ESSENTIAL CRITERIA

- Bachelor's degree in Data Science, Statistics, Computer Science, or a related field.
- Proven experience as a Data Analyst or in a similar role.
- Proficiency in data analysis tools and software (e.g., Excel, SQL, Python).
- Strong analytical skills with the ability to interpret complex data sets.
- Excellent communication and collaboration skills.
- Ability to manage multiple projects and meet deadlines.
- Familiarity with healthcare data and performance metrics.

### DESIRABLE CRITERIA

- Master's degree in Data Science, Statistics, Computer Science, or a related field.
- Smartabase builder-admin certification.

## 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.



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APPLICATION**

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IF YOU HAVE  
QUESTIONS**

