



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.

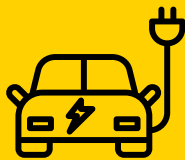
There are two additional boarding houses for Upper School students in Pimlico and Covent Garden. We also have offices on Bedford Street in Covent Garden.

The Royal Ballet School operates in locations worldwide, including different [Associate centres](#) and [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**



**DIRECTOR OF  
PEOPLE AND  
OPERATIONS**



# APPLICATION DETAILS

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**LOCATION:**

Upper School, Covent Garden &  
White Lodge, Richmond Park

**HOURS:**

35 hours per week, with additional  
hours required to meet the demands  
of the role

**ANNUAL LEAVE:**

30 days per annum

**REPORTS TO:**

CEO

**SALARY:**

£90,000 - £100,000 per annum  
based on skills, knowledge and  
experience.

**OVERALL PURPOSE OF THE POST**

The Director of People and Operations will work closely with the CEO to help lead the Royal Ballet School at a time of change.

The School's mission is to nurture, train and educate exceptional young dancers, and to deliver a progressive future for classical ballet training. It will deliver this by:

- developing world class artists;
- enabling the best academic grades possible;
- setting the standard internationally for holistic care;
- delivering a national training ecosystem;
- developing an innovative and sustainable business model.

The Director of People and Operations will deliver this mission by mobilizing the School's people, knowledge and assets to deliver positive culture change, organisational and operational effectiveness and development of Estates strategy.



## RESPONSIBLE FOR:

- People plan and HR Team
- Estates development (including capital works)
- Site Operations
- Management of contracts and contractors
- Legal, operational risk management and compliance
- IT and systems
- Health and Safety
- Environmental sustainability

## KEY RELATIONSHIPS:

- Academic & Pastoral Principal
- Artistic Director
- Director of Finance and Enterprise
- Senior Leadership Team
- Estates and Governance Committees
- Legal Counsel
- Training providers and partners
- Freelance legal counsel and other employment law specialists
- School and ballet sector peers

## PEOPLE AND CULTURE

- Provide visible leadership and clear direction as part of the Executive leadership of the School
- Build on recent insights into staff confidence to scope a People Plan which will increase engagement, reduce siloes, retain and attract talent and embed organisational values and behaviours
- Work with the CEO and Director of Finance and Enterprise to ensure that the People Plan supports a robust and agile framework for the School's five year plan
- Scope and implement a revised framework for performance management, feedback and pay benchmarking
- Develop an EDI plan for the School to improve workforce representation and increased diversity of the ballet talent pipeline
- Develop KPI's for cultural improvement as part of the School's five year plan

## ESTATES DEVELOPMENT

- Oversee Estates modelling, space planning and options analysis in pursuit of the School's new five year plan and planned capital development
- Maintain good relationships with the Crown Estates, Mercers, Royal Parks and Royal Ballet and Opera as key stakeholders in the School's property interests
- Work with the Estates Committee, CEO and Director of Finance and Enterprise to identify and lobby for new estate options for the School as part of its five-year plan



## **OPERATIONS**

- Review operational performance and identify areas for improvement
- Support the Head of Estates in the management and maintenance of the School's multiple sites and ensure that adequate levels of site operational support is delivered to all users e.g. front of house, security, catering, housekeeping etc.
- Scope an efficient and affordable planned maintenance programme for the changing property portfolio
- Review site operating protocols to support new income generation opportunities, including filming and events

## **SYSTEMS AND ADMINISTRATION**

- Lead a strategic review the School's management and data systems to maximise their effectiveness, integration and user-confidence
- Lead and promote change initiatives which improve operational efficiency and process improvements
- Review and rationalise administration across the School in order to improve efficiencies and improve cross-departmental cooperation and understanding.
- Oversee all information and communication systems to ensure adequate and well-maintained IT resources and infrastructure to meet the School's evolving needs

## **LEGAL, OPERATIONAL RISK AND COMPLIANCE**

- Overall leadership of Health & Safety
- Support the Director of Risk and Compliance with the identification and mitigation of risk, management of insurance and support for parental complaints.
- Oversee and manage the complaints and whistleblowing procedures
- Oversee the development of a sustainability strategy in line with the DfE's Climate Action Plan, ensuring the School meets its statutory sustainability and carbon reduction obligations
- Act as Data Protection Office
- Member of the Safeguarding Steering Group

## PERSON SPECIFICATION

### ESSENTIAL CRITERIA

- Relevant professional qualification in business management or HR
- A strong track record of successful leadership of multiple teams within a complex organisation
- Experience of successfully leading cultural transformation
- Experience of successfully leading complex change management projects across multiple teams
- Direct experience at a senior level in multi-faceted site operations
- Excellent analytical and numeracy skills and the ability to use data to shape organisational priorities
- First-class communication and negotiation skills, balancing robustness with positive diplomacy
- A highly visible leader who can work both independently and as a key team member, with energy and ambition to inspire and empower colleagues and stakeholders
- Evidence of making successful improvements in diversity, equity and active inclusion
- A demonstrable ability to persuade and influence – including internal and external stakeholders
- Drive, energy, enthusiasm and a commitment to quality
- Well-organised and committed to completing tasks in an efficient and timely manner
- Flexible to adapt to changing priorities and different methods of working
- Empathy with and enthusiasm for the aims and ethos of the School

### DESIRABLE CRITERIA

- Experience of working at a senior level within a school or performing arts organisation
- Experience of capital projects

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.

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. Consequently, this information will be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.



**CLICK HERE  
TO APPLY**

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ASSISTANCE  
WITH YOUR  
APPLICATION**

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CONTACT US  
IF YOU HAVE  
QUESTIONS**

