



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.

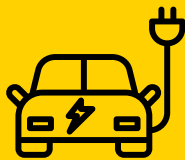
There are two additional boarding houses for Upper School students in Pimlico and Covent Garden. We also have offices on Bedford Street in Covent Garden.

The Royal Ballet School operates in locations worldwide, including different Associate centres and venues for 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**



**ASSOCIATE  
CENTRE  
COORDINATOR**



# APPLICATION DETAILS

## LOCATION:

Birmingham Associate Centres - flexibility required for hours and location to provide cover across both centres

## SALARY:

£12.35 per hour

## START DATE:

September 2025

## HOURS:

Saturdays during term time  
(Approx 9.15am - 5.15pm)

## APPLICATION CLOSING DATE:

17 June 2025



## OVERALL PURPOSE OF THE ROLE

To coordinate the efficient day to day running of the Associate Programme, as directed by the Head of the Programme. This role has no line management responsibility.

The Associate Programme is an extensive national programme introducing the School's System of Training to young, talented students studying at private ballet and vocational schools across the country. It is divided into 3 stages: Junior, Mid, and Senior Associates.

## SUMMARY OF THE ROLE

The successful candidate will be responsible for coordinating the efficient running of day-to-day activities for the Associate Programme, ensuring student's safety and well-being at all times. This role will be varied and fast paced as you will need to take control of the administration of each session, ensuring all correct procedures are followed by parents and staff; whilst maintaining confidentiality in regards to all student and staff activities of The Royal Ballet School.

## MAIN DUTIES

This list should be seen as illustrative rather than prescriptive;

- Meet parents and students, ensuring that the correct welcome process is followed
- Supervise children once the parent leaves, while they change and around the building into their studio as required and directed by the teacher
- Help the teacher to set up and clear the studio as required. This would be light equipment and teaching resources.
- Ensure that students are collected by parent/guardian and are not left unattended at any time
- If a student has not been collected, follow the correct procedure
- Escort students to the toilet where necessary and supervise if appropriate
- Assist any child taken ill or injured in class, under the direction of the class teacher
- Pass messages to the class teacher and a brief account of how the day ran, informing them of any problems or concerns
- Pass on messages to parents as required
- Deal with spare uniform items as necessary
- Deal with any lost property as required
- To assist teachers and other staff in the event of a fire emergency
- Any other duties as may reasonably be required and that fall within the scope and range of the job.

## PERSON SPECIFICATION

### ESSENTIAL CRITERIA

- Excellent communication skills, diplomacy and confidence in liaising with a wide range of people including children and young adults
- Ability to prioritise work and remain calm in a busy and demanding environment
- Able to be flexible with hours and locations as the job demands
- Access to the internet/emails from home for information purposes
- Empathy with the aims and ethos of the School.

### DESIRABLE CRITERIA

- Child Protection Level 1 training
- First Aid training
- An interest in ballet

## 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**

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WITH YOUR  
APPLICATION**

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CONTACT US  
IF YOU HAVE  
QUESTIONS**

