



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.

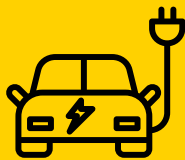
There are two additional boarding houses for Upper School students in Pimlico and Covent Garden.

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**

**DATA AND
MANAGEMENT
INFORMATION
SYSTEM (MIS)
MANAGER**

APPLICATION DETAILS

LOCATION:

White Lodge, Richmond Park
(please note the remote location
of White Lodge)

HOURS:

20 hours per week (4 hours per
day Monday - Friday term time),
plus 5 hours per week outside of
term-time (may include working
from home where appropriate).

Occasional evening and weekend
work is compensated by TOIL.

OVERALL PURPOSE OF THE ROLE

To manage and deliver professional and efficient administrative support, and
data management for the running of the whole School.

SUMMARY OF THE ROLE

The successful candidate will have significant administrative and/or
secretarial experience, ideally gained in a school setting. The priority for this
role will be to review current school administration processes across both
sites with a view to developing and implementing new whole-school
practices. Emphasis will be placed on reassessing and developing the school
database (currently iSAMS), to maximise its full potential and work with other
key departments to ensure consistency of student data management. This will
require someone with a good working knowledge of database systems in
general, confidence with IT and the desire to undergo further technical
training to become a 'super user' of the system.

SALARY:

c£23,000 per annum
(£40,000 FTE) depending
on skills and experience

APPLICATION CLOSING DATE:

10 November 2025



Daily duties will cover a full range of admin support for the school, secretarial support to senior academic and pastoral staff. The post will work closely with the school administrator and the Administrator for the Artistic Managers to ensure the effective management of all student data.

The ability to work collaboratively across many functions and coordinate and schedule work as required, as well as a discreet and confidential manner when dealing with student/parent liaison.

MAIN DUTIES

- Administration of the Student roll, files and related database records including the annual 'rollover'
- Development of the School database capability to deliver efficient administration for the School to include professional development on all database modules deemed appropriate by the school
- Supervision and administration of the artistic/academic reporting process for the whole School
- Oversight of the twice daily registration process (term time)
- Oversight of registration and attendance data management
- Oversight of rewards and sanctions data management
- Oversight of Assessment tracking data
- Provide administrative and technical support to the Examinations Officer at key times - including one day during the summer holiday period
- Cover other administrative functions as needed
- Adding new staff and student accounts and archiving all leavers
- In partnership with the School Administrator, keep the parent portal up to date and deal with any queries raised by parents
- Any other duties as may reasonably be required that fall within the scope and range of the job.



PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Significant administration and secretarial experience ideally in an educational environment
- Good working knowledge of database systems
- Confident IT user and willing to learn more
- Willing to work collaboratively across many departments and develop and maintain positive and supportive working relationships
- Excellent interpersonal and communication skills, able to demonstrate tact, diplomacy and discretion
- Experience of successful event organisation
- Professional manner, attitude and approach
- Proactive, able to show initiative and to cope effectively with possible situations of conflict, stress and pressure
- Flexible attitude towards duties and working patterns in order to fulfill the requirements of the role
- Empathy with and a commitment to the aims and ethos of the School.

DESIRABLE CRITERIA

- Own transport
- An interest in dance or the performing arts



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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ASSISTANCE
WITH YOUR
APPLICATION**

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CONTACT US
IF YOU HAVE
QUESTIONS**

