



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.

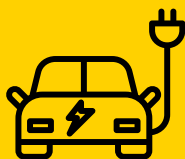
There are two additional boarding houses for Upper School students in Pimlico and Covent Garden.

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**



**SCHOOL
ADMINISTRATOR**

APPLICATION DETAILS

LOCATION:

White Lodge, Richmond Park
(please note the remote location of White Lodge - flexibility is required to work from Covent Garden especially for peak times e.g. New Parent Days).

HOURS:

20 hours per week (4 hours per day Monday - Friday term time and in INSET), plus 1.5 days (3 half days) in the School holidays to coincide with the artistic assessment results distribution.

Occasional evening and weekend work is compensated by TOIL.

OVERALL PURPOSE OF THE ROLE

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

To provide secretarial support to the Academic & Pastoral Principal, (APP), and the Assistant Principal Pastoral and Welfare, (APPW), through minute-taking and parent liaison acting as the first point of contact for external communication.

To assist all staff, (student-facing and otherwise) in their administrative roles where appropriate, and where capacity allows.

SALARY:

c£17,150 per annum
(£30,000 FTE) depending on skills and experience

START DATE:

ASAP

CLOSING DATE:

Thursday 6 November 2025 (Applications will be screened on submission. The School reserves the right to interview and appoint if a suitable candidate is found before the closing date.)



SUMMARY OF THE ROLE

The successful candidate will have significant administrative and 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.

Daily duties will cover a full range of admin support for the school, secretarial support to senior academic/pastoral staff, and providing the main point of contact for parents. The post will work closely with the MIS Manager and the Artistic Operations and Production Manager, liaising to ensure that the team effectively manages student data and communications tasks seamlessly.

The successful candidate will have ability to work collaboratively across many functions, coordinating and scheduling work whilst dealing with student/parent liaison in a discreet and confidential manner.

MAIN DUTIES

Parental Communication and Liaison

- Main point of contact for parent communications across the School
- Management and administration of all parent correspondence including bulk emails, queries, and event information
- Liaising with the Communications Team to support website updates and manage parent-related communications around School events (e.g. Parent Teacher Meetings)
- Ensuring timely and accurate dissemination of artistic and academic assessments and results to parents

Administrative Support Duties

- Support to senior academic and pastoral staff (APP & APPW), where appropriate
- Support for student facing staff (artistic and academic) in their administrative roles, where appropriate
- Manage the billing of any additional student curricular costs (e.g. photographs, welfare etc.)

Examinations and Assessment

- Provide administrative and technical support to the Examinations Officer at key times, including one day during the summer holiday

- Manage the administration and distribution of artistic and academic exam/assessment periods, including the results
- Support the administration of the post-audition admissions process as required

School Events, Calendar and Scheduling

Management of the whole School calendar and support of weekly timetabling adjustments in liaison with relevant staff

- Administrative organisation of School related trips and visits for both the Academic and Artistic departments (e.g. booking transport and risk assessments)
- Management of whole School and individual student photographs including headshots and other photography needs
- Coordination of annual census data submissions (ISC and DfE) at appropriate times

Team Coordination and Workflow Management

- Work collaboratively with the Artistic Operations and Production Manager, and others, to ensure effective management of student data and communications, both Artistic and Academic
- Manage the effective distribution of administrative tasks across additional resources (e.g. House teams) in liaison with APP/APPW

General Responsibilities

- Be a key contact for parents, staff and students for School related information
- Review current School administration processes with a view to developing and implementing improved, efficient whole-School practices
- Undertake professional training to become a 'super user' of iSAMS
- Maintain high standards of confidentiality and professionalism at all times
- 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

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- 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
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- 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**

**CLICK FOR
ASSISTANCE
WITH YOUR
APPLICATION**

**CLICK TO
CONTACT US
IF YOU HAVE
QUESTIONS**

