



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**

OUR BEHAVIOURS

Our values come to life through the behaviours we demonstrate every day. These behaviours show how we strive for excellence, nurture individuals, actively widen access, celebrate our heritage and innovate for the future.

They are the foundations for how we act day to day, guiding how we make decisions, collaborate, and work with each other, our students and our wider community. They ensure we live our values consistently, authentically, and with impact.

WE DO WHAT WE SAY

WE COMMUNICATE OPENLY

WE VALUE EVERYONE EQUALLY

WE LEAD WITH KINDNESS

WE STAY CURIOUS

WE CELEBRATE ALL WE ARE

WHAT'S IN IT FOR YOU?

Our full-time students are based at White Lodge in Richmond Park and Upper School in Covent Garden.

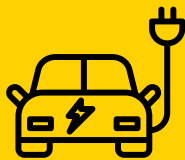
There are two additional boarding houses for Upper School students in Pimlico and Covent Garden.

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**



**MENTAL
HEALTH
SUPPORT**



**LEARNING AND
DEVELOPMENT
OPPORTUNITIES**



**SEASON
TICKET
LOAN**



**GENEROUS
ANNUAL
LEAVE**



**DISCOUNTS
OFF A VARIETY
OF BRANDS**



**PEOPLE
APPRENTICE**

APPLICATION DETAILS

LOCATION:

Upper School, Covent Garden
and White Lodge, Richmond Park

HOURS:

35 hours per week,
Monday - Friday

DURATION:

Two years fixed term, dependent
on the continuation of the
apprenticeship programme

SALARY:

c£22,800 per annum

ANNUAL LEAVE:

30 days per annum

START DATE:

Flexible start date to suit the
successful candidate



SUMMARY OF THE ROLE

This role would suit someone who is interested in starting a career in People or HR and wants to learn in a supportive and high-performance environment. It is ideal for someone who enjoys working with people, takes pride in accuracy, and likes helping things run smoothly behind the scenes. The role suits someone who is motivated, reliable, and keen to develop new skills through hands-on experience alongside formal online study. An interest in the education, arts or charity sector, and an alignment with the School's values and behaviours, would help you thrive in this role.



WHAT YOU WILL GAIN FROM THE APPRENTICESHIP:

- A fully funded Level 3 HR Apprenticeship, including a CIPD Level 3 qualification, giving you a recognised starting point for a career in People or HR
- Hands-on experience working in a supportive People Team, learning how HR works in practice
- The chance to develop practical workplace skills such as organisation, communication, time management, and professionalism
- Experience supporting recruitment and welcoming new starters, helping people feel confident and supported from day one
- An understanding of how people systems, records, and processes are used in a real working environment
- Training and guidance on safer recruitment, confidentiality, and safeguarding
- Regular support, mentoring, and feedback to help you grow in confidence and ability
- Dedicated time during working hours for study, online learning workshops, and completing your apprenticeship coursework
- A strong foundation for future progression within the wider HR profession.

MAIN DUTIES

This list should be seen as illustrative rather than prescriptive;

HR Administration & People Support

- Support with day-to-day administrative tasks, ensuring accuracy and time management
- Maintain accurate and up-to-date employee records and digital personnel files
- Handle confidential information in line with data protection and safeguarding requirements
- Support internal wellbeing and learning initiatives by assisting with planning, coordination, and administration, helping ensure activities are well organised, run smoothly and are logged appropriately.

Recruitment & Onboarding

- Support recruitment administration, including scheduling interviews and communicating with candidates
- Play a key role in coordinating onboarding activities for new starters

- Schedule and support staff inductions, ensuring a positive and well-organised start
- Assist with delivering HR inductions, introducing new starters to the day-to-day running of the School
- Chase, process, and accurately record onboarding documentation within required timescales.

Safeguarding & Compliance

- Support safer recruitment processes, including pre-employment checks
- Assist in maintaining the Single Central Record (SCR), working closely with the People Assistant and People Business Partner to ensure compliance
- Follow School policies and procedures relating to safeguarding, confidentiality, and data protection.

Systems, Data & Process Support

- Support the effective use and maintenance of HR systems, ensuring data accuracy and completeness
- Assist with routine checks and updates to People systems and templates
- Support process improvements by identifying opportunities to streamline administrative tasks.

Learning, Development & Apprenticeship

- Undertake a Level 3 HR Support Apprenticeship, completing all required learning, assessments, and off-the-job training
- Apply apprenticeship learning in the workplace to develop knowledge, skills, and behaviours aligned to the apprenticeship standard
- Build a broad understanding of generalist People/HR activities through hands-on experience across the People Team
- Participate in training sessions and development activities to support professional growth.

General Responsibilities

- Respond to basic people-related queries, escalating more complex matters appropriately
- Work collaboratively with colleagues across the School to provide a helpful, people-centred service
- Carry out any other duties appropriate to the role, level, and apprenticeship, as required.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- A genuine interest in starting a career in the People/HR profession and completing a CIPD-accredited Level 3 HR Apprenticeship
- A positive, reliable approach to work, with a willingness to learn and develop new skills
- Strong organisational skills, with the ability to manage administrative tasks accurately and meet deadlines
- Some experience of administrative work (for example through school, college, part-time work, or volunteering)
- Confidence communicating with others and the ability to build positive working relationships
- A professional and approachable manner, with a focus on providing a supportive service
- An understanding of the importance of confidentiality and discretion when handling sensitive information
- Good IT skills, with confidence using everyday applications such as Microsoft Word, Excel, and Outlook
- The ability to adapt to changing priorities and work flexibly in a busy environment
- Willingness to ask for support and guidance when needed
- An interest in and alignment with the values and ethos of the School.



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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TO APPLY**

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ASSISTANCE
WITH YOUR
APPLICATION**

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CONTACT US
IF YOU HAVE
QUESTIONS**

