



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**



**UK SCHOLARS
PROGRAMME
COORDINATOR**

APPLICATION DETAILS

LOCATION:

Primarily remote role, with occasional travel to school sites and centres as required to support programme delivery.

HOURS:

14 hours per week (approximately two days, 0.4 FTE). Some weekend work required in line with programme delivery and preparation, with flexibility around attendance at camps.

SALARY:

£12,360 per annum
(based on a £30,900 FTE)

DURATION:

Fixed term contract: June 2026 - August 2027

APPLICATION CLOSING DATE:

23 April 2026



SUMMARY OF THE ROLE

The UK Scholars Programme Coordinator provides key administrative and organisational support to the Scholars programme, helping to ensure the smooth planning and delivery of weekend camps and other related activities.

Working closely with the UK Scholars and Associates teams, the role supports the coordination of scheduling, communications, logistics and planning for Scholars activities. The postholder will act as an important point of contact for students and parents and staff involved in delivery (teachers, pianist support), helping to ensure clear communication and effective organisation across the programme.

The successful candidate will be highly organised, with strong administrative skills and an understanding of the artistic and operational needs of dance training programmes or similar educational courses.

MAIN DUTIES

This list should be seen as illustrative rather than prescriptive;

- Provide administrative support for the UK Scholars programme
- Support the coordination and scheduling for weekend camps (9 across the academic year), classes and associated activities including online engagement
- Maintain accurate records, schedules and programme information
- Communicate with parents and students regarding Scholars activities, schedules, camp dates and programme updates
- Support with communicate with venues and staff for delivery
- Ensure information relating to Scholars activities is shared clearly and in a timely manner
- Support in coordinating logistical arrangements alongside Artistic Manager leading UK Scholars including venue bookings, staffing coordination, and scheduling of activities
- Assist with administrative tasks that support the effective running and development of the Scholars programme
- Provide flexible support during key activity periods, including availability for weekend working when camps or events take place.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Strong administrative and organisational skills
- Excellent written and verbal communication
- Ability to manage schedules, information and programme logistics
- Experience working in arts, dance, education or training environments
- Ability to work independently in a remote working environment
- Strong attention to detail and ability to prioritise tasks.

DESIRABLE CRITERIA

- Understanding of dance training programmes or similar artistic education settings
- Experience coordinating or supporting the delivery of similar courses, camps or workshops
- Experience communicating with parents and students.

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**

