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 four boarding houses; two at White Lodge (Years 7-11), one in Pimlico, (Years 12-13), and one in Covent Garden (Year 14).

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 250 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

OVERNIGHT HOUSE ASSISTANT

APPLICATION DETAILS

LOCATION:
White Lodge, Richmond Park,
TW10 5HR

SALARY:
£14.80 per hour, paid
via submission of timesheets

DURATION:
Fixed term contract until 31
August 2027

START DATE:
ASAP

APPLICATION CLOSING DATE:
6 November 2026. 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.

HOURS:
Monday to Wednesday. Exact shift times will be agreed in advance in line with the operational needs of the Boarding Department and whole school calendar. Flexibility will be required to meet the needs of the School.

Whilst accommodation is not provided as part of the role, suitable staff facilities will be available during overnight shifts. Subject to shift timings, meals may be provided.

OVERALL PURPOSE OF THE POST:
To provide a safe, reassuring and supportive overnight presence within the boarding environment at White Lodge, ensuring the welfare of boarding students throughout the night. The Overnight House Assistant will be a vital member of the Boarding Team, acting as the first point of contact for overnight pastoral and welfare concerns and supporting effective communication between the Boarding and Healthcare teams.

SUMMARY OF THE ROLE:
The successful candidate will provide overnight pastoral and welfare support to boarding students, working under the direction of the Lead House Parents.

The postholder will act as the first point of contact for any overnight concerns, responding appropriately to student needs and escalating medical or safeguarding matters in line with School procedures. Suitable training, including safeguarding and diabetes awareness, will be provided. A medical qualification is not required.

MAIN DUTIES:

- Provide a visible and reassuring overnight presence within the boarding houses
- Act as the first point of contact for students requiring support during overnight hours
- Respond appropriately to pastoral, welfare and safeguarding concerns, escalating matters in accordance with School procedures where necessary
- In the event of a medical emergency, contact NHS 111 or emergency services (999) as appropriate and follow School emergency procedures
- Support students experiencing illness, anxiety or other overnight welfare needs, providing appropriate reassurance and practical assistance
- Maintain accurate written records of incidents, concerns and actions taken during each shift
- Produce a comprehensive written handover at the end of every shift for both the Boarding and Healthcare teams, ensuring continuity of care and effective communication
- Work collaboratively with the Lead House Parents, Boarding Team and Healthcare Team to promote the wellbeing and safety of boarding students
- Able to work independently and manage priorities with minimal supervision
- Undertake all mandatory training, including safeguarding, diabetes awareness and emergency procedures
- Maintain confidentiality and professional boundaries at all times
- Support the School's boarding ethos by contributing positively to a safe, welcoming and caring residential environment.

PERSON SPECIFICATION:

ESSENTIAL CRITERIA

- Pastoral experience in a 16 +, co-educational boarding environment or a previous residential role involving the welfare and wellbeing of young people of this age group
- Excellent verbal and written communication skills
- Calm, professional and able to remain composed when responding to emergencies or challenging situations

- Able to work independently during overnight shifts whilst recognising when to seek support or escalate concerns
- Strong interpersonal skills with the ability to build positive relationships with students and colleagues
- Good organisational and record keeping skills with attention to detail
- IT literate with the ability to complete written reports and handovers
- Flexible approach to working patterns and operational requirements
- Willingness to undertake all mandatory training, including diabetes awareness
- Commitment to safeguarding and promoting the welfare of children and young people
- Empathy with the aims and ethos of The Royal Ballet School
- Professional, reliable and approachable
- A strong team player with a positive and proactive attitude.

DESIRABLE CRITERIA

- Experience of undertaking overnight or shift-based work
- First Aid qualification (or willingness to undertake training).

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.

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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