

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

ASSOCIATE CENTRE COORDINATOR

APPLICATION DETAILS



LOCATION:
Cardiff Associate Centre (Royal Welsh College of Music and Drama, Cardiff, CF10 3ER)

SALARY:
£12.72 per hour

HOURS:
Saturdays during term time on a rota basis, 9.00 – 16.45

DURATION:
Permanent

APPLICATION CLOSING DATE:
20 November 2026

START DATE:
ASAP

OVERALL PURPOSE OF THE ROLE

To coordinate the smooth and efficient delivery of the Cardiff Associate classes on Saturdays during term time, as directed by the Associate Programme Manager. This role has no line management responsibility.

The Associate Programme is an extensive national programme introducing the School's System of Training to young, talented students studying at private ballet and vocational schools across the country. It is divided into four stages: Junior, Mid, Senior and Advanced Associates.

SUMMARY OF THE ROLE

The successful candidate will be responsible for coordinating the efficient running of classes at the Cardiff Associate Centre, ensuring the safety, welfare and wellbeing of all students at all times. They will oversee the administration of each session, ensuring that all School policies, procedures and safeguarding requirements are followed by parents/guardians and staff. The post holder will also maintain the highest levels of confidentiality in relation to all student, parent and staff information associated with The Royal Ballet School.

MAIN DUTIES

This list should be seen as illustrative rather than prescriptive;

- Meet parents/guardians and students, ensuring that the correct welcome process is followed
- Supervise children once the parent/guardian leaves, while they change and around the building into their studio as required and directed by the teacher
- Help the teacher to set up and clear the studio as required. This would be light equipment and teaching resources
- Ensure that students are collected by parent/guardian and are not left unattended at any time. If a student has not been collected, follow the correct procedure
- Escort students to the toilet if necessary
- Assist any child taken ill or injured in class, under the direction of the class teacher
- Pass messages to the class teacher and give brief account of how the day ran, informing them of any problems or concerns
- Pass on messages to parents/guardians as required
- Complete the online attendance tracker each week
- Deal will spare uniform items as necessary
- Deal with any lost property as required
- To assist teachers and other staff in the event of a fire emergency
- Any other duties as may reasonably be required and that fall within the scope and range of the job.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Excellent communication skills, diplomacy and confidence in liaising with a wide range of people including children and young adults
- Ability to prioritise work and remain calm in a busy environment
- Able to work flexible hours as the job demands
- Access to the internet/emails from home for information purposes
- Empathy with the aims and ethos of the School.

DESIRABLE CRITERIA

- Child Protection Level 1 training
- First Aid training
- An interest in ballet.

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

