

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

MORNING DRIVER AND SUPPORT OFFICER

APPLICATION DETAILS



LOCATION:
White Lodge, Richmond Park, London, TW10 5HR
(Please note the remote location of White Lodge)

HOURS:
20 hours per week, Monday - Friday; 06:30 - 10:30

Working term time only, plus intensive courses, according to the driving rota which is subject to changes.

SALARY:
£13,912 per annum
(£27,824 FTE)

APPLICATION CLOSING DATE:
27 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.

OVERALL PURPOSE OF THE ROLE

To drive staff, students and visitors to/from local stations and provide general assistance to the Site Operations Team.

SUMMARY OF THE ROLE

This role is for a morning driver to provide regular driving duties as timetabled. The successful candidate will have a friendly and approachable manner and be willing to work flexibly to meet the needs of the School's schedule.

In taking responsibility for the Schools' vehicles, you will ensure their general upkeep and arrange regular servicing.

Daily duties will include driving to/from local stations, chaperoning contractors, providing general porterage assistance and classroom/studio set up.

MAIN DUTIES

Driving:

- Transport staff, students and visitors to and from the School following necessary road safety laws and precautions
- Complete daily log sheets of journeys
- Manage vehicles including general upkeep, cleaning, and arranging regular servicing

Site Support (where applicable):

- Prepare classrooms and studios according to timetable requirements
- Be responsible for unlocking the school in the morning
- Chaperone contractors and guests when required
- Assist with recycling and waste management
- Provide assistance to the wider Operations teams
- Any other duties that may reasonably be requested by your Line Manager and that fall within the grade and scope of the post.



PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Full, manual, clean driving license with D1 category
- Able to work to a schedule with minimum supervision using own initiative
- Reliable and trustworthy, acting with integrity and professionalism at all times
- Proactive and flexible approach to work and hours, willing to support all aspects of school life
- Confident and capable of manual handling / heavy lifting
- Friendly and approachable manner
- Empathy with and commitment to the aims and ethos of the School

DESIRABLE CRITERIA

- Interest in or appreciation of ballet / the arts
- Working knowledge of Microsoft Office programs or willing to attend 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.

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

