



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. We also have offices on Bedford Street in Covent Garden.

The Royal Ballet School operates in locations worldwide, including different Associate centres and venues for Primary Steps and 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**



**CHIEF
OPERATING
OFFICER**

APPLICATION DETAILS

LOCATION:

Upper School, Covent Garden & White Lodge, Richmond Park

HOURS:

35 hours per week, with additional hours required to meet the demands of the role

ANNUAL LEAVE:

30 days per annum

LINE MANAGED BY:

CEO

SALARY:

Up to £100,000 per annum



LINE MANAGES:

Head of Estates, Financial Controller, IT Manager and Director of Compliance and Risk

KEY CONTACTS:

CEO, Artistic Director, Academic Principal, Heads of Department and Governors

OVERALL PURPOSE OF THE ROLE

As a member of the Senior Leadership Team, providing leadership to the School to deliver its mission, vision and transformational strategy and, in particular, to provide strategic, financial and specialist support and direction to ensure the School runs effectively and achieves long-term sustainability.

KEY RESPONSIBILITIES

- To deliver an innovative and sustainable business model for the Royal Ballet School.
- Consult with colleagues to create a five-year business plan
- As part of the senior leadership, to provide strong leadership and direction to the School at a time of change; ensuring that the right structures, processes, people, and culture are in place
- To provide leadership in functional areas of responsibility, ensuring that direct reports are managed and developed effectively, that key processes are in place, and that performance is optimised to deliver the five-year plan

- To ensure that the School is fully compliant with statutory, regulatory and other requirements, including in its safeguarding policies and practices
- To work with the CEO, company Secretary and Governors to deliver the recommendations of the governance review.
- To introduce a refreshed approach to management information and risk management to help support the organisation through change.

FUNCTIONAL RESPONSIBILITIES

- Future strategy development, focused on finance and operations
- Supporting operational, systems and culture change
- Financial management, including accounting, reporting, payroll and audit
- Risk
- Building operations, estates management and space-planning
- Governance improvement (in conjunction with the CEO and Company Secretary)
- IT
- Optimising systems and cross-departmental administration
- Legal, insurance and compliance
- Commercial contracting and procurement
- Management of American Friends of The Royal Ballet School and the Staff Pension and Life Assurance Scheme of The Royal Ballet School
- Manage relationship with RBS Endowment Fund.

MAIN DUTIES

Financial Strategy and Reporting

- Deliver modelling and options analysis in support of a robust plan for long-term organisational sustainability
- Scope and implement financial and reporting systems to support and track the School's new five year plan
- Improve board management information and risk tracking at a time of change
- Review the preparation of monthly management accounts and budget-holder reports and recommend any structural changes to budgets that might better reflect the School's new streamlined "one School" management structure
- Review the annual financial statements and supporting papers in line with the Charities SORP, Companies Act and all other relevant reporting requirements
- Review the year-end file for the auditors and oversee the annual audit

Systems and Administration

- Review and rationalise administration across the School in order to improve efficiencies and improve cross-departmental cooperation and understanding
- Review the School's systems to maximise their effectiveness, integration and user-confidence

Finance

- Support the Financial Controller in the leadership of the Finance Team in all aspects of financial management and reporting
- Liaise with the Chair of Finance, Audit, Operations and Risk Committee on all matters of financial strategy, planning and Governance
- Maintain good relationships with the School's banker, auditors and investment managers
- Oversee the Music and Dance Scheme, especially the relationships with the DfE and Schools Ministers

Governance

- Work with the CEO to deliver the recommendations of the governance review
- Optimise the Company Secretary and clerking role to improve the quality of Governor and Executive working

IT

- Oversee all information and communication systems to ensure adequate and well-maintained IT resources and infrastructure to meet the School's future needs
- Supervise and support the IT Manager and their professional development

Site Operations and Estates Strategy

- Oversee Estates modelling, space planning and options analysis in pursuit of the School's new five year plan
- Support the Head of Estates in the management and maintenance of the School's building's portfolio and ensure that adequate levels of site operational support is delivered to all users e.g. front of house, security, catering, housekeeping etc.
- Oversee an efficient and affordable planned maintenance programme for the portfolio
- Maintain good relationships with the Crown Estates, NFU, Royal Parks and RBO as key stakeholders in the School's property interests

Legal and Tax

- Oversee the School's legal and tax affairs, including leases, American Friends and HMRC returns, etc
- Review all School contracts

Risk Management and Health & Safety Compliance

- Oversee the management of risk and Health & Safety, including regular reviews of the Risk Register by SLT (termly) and by the Board annually
- Organise the School's insurances and liaise with the brokers as necessary
- Oversee and manage the complaints and whistleblowing procedures
- Supervise and support the Director of Risk & Compliance

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Relevant professional qualification in management or the finance sector, e.g. IPM, ICSA, MBA, ACA, ACCA, CIMA
- A strong track record of successful leadership experience in a complex organisation
- Direct experience at a senior level in both finance strategy and operations
- Strong financial acumen and financial literacy with good analytical skills and the ability to present financial information clearly and concisely
- First-class communication and negotiation skills, balancing robustness with positive diplomacy with the confidence to represent the School to a broad range of external stakeholders
- A highly visible leader who can work both independently and as a key team member, with energy and ambition to inspire and empower colleagues and stakeholders
- Understanding of charity compliance and management
- Ability to manage change
- Experienced manager and builder of budgets and budgetary controls
- Politically astute and able to influence and nurture relationships in government circles
- Drive, energy and enthusiasm to provide a quality service to all
- Well organised and committed to completing tasks in an efficient and timely manner
- Flexible to adapt to changing priorities and different methods of working
- Easy communication style, able to relate to a wide range of people
- Able to interpret and clearly explain complex financial data to non-finance staff, students and parents
- Values and promotes diversity, equity and inclusion
- Empathy with the aims and ethos of the School

DESIRABLE CRITERIA

- An interest in the arts or dance, and experience of working with artists

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.

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.

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. Consequently, this information will be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

**CLICK HERE
TO APPLY**

**CLICK FOR
ASSISTANCE
WITH YOUR
APPLICATION**

**CLICK TO
CONTACT US
IF YOU HAVE
QUESTIONS**

