

A woman in a bright yellow long-sleeved top and black shorts is in a dynamic pose, leaning back with her right arm extended upwards and her left arm reaching out to the side. A man in a dark blue t-shirt and light-colored pants is also in a dynamic pose, leaning forward with his right leg raised and his hands clasped around it, and his left arm raised behind his head. The background is a plain, light color.

RAMBERT  
SCHOOL

Currently seeking:

# SCHOOL ADMINISTRATOR (0.4 FTE)

**Join the Operations & Development Team at Rambert School.**

We currently seek an organised, enthusiastic, proactive, 'people person', to provide critical office management and receptionist duties two days a week.

# WELCOME TO RAMBERT SCHOOL



Rambert School is a world-leading centre of ballet and contemporary dance training; a dance education sector innovator shaping new generations of dance professionals to the highest standard. Our international

influence and reputation honours the name of Marie Rambert, the iconic Polish dance pioneer of the Ballets Russes who founded the School in the UK in 1920. Under Rambert's guiding light, the Rambert School and the Company which flowered from it, became synonymous with technical excellence and creativity.

We pride ourselves on nurturing each individual throughout their training and education, promoting autonomy and preparing our graduates for life as dance professionals. Marie Rambert famously stated that her School should not be a 'sausage factory'. We have chosen to remain small and each individual is carefully supported, during training and often beyond, through a programme which is flexible enough to cater for individual physical differences and which fosters personal reflection and research. Each cohort hosts a diverse range of students from widely varied backgrounds, encouraging a cross-fertilisation of ideas and creating graduates who are both open to new concepts and respectful of cultural diversity.

People are the foundation of the School's success and recruiting and retaining the highest calibre of staff is critical to our future. Our School community is culturally diverse and we value diversity in all its forms. We foster a fully inclusive culture within the organization and have a strategic commitment to increase diversity in our staff and student bodies and Board of Trustees.

The 'Rambert spirit' is still at the heart of what we do, over 100 years since Marie Rambert founded the School. Though hard to articulate, those who have trained at the School or danced with the Company have been touched by it, irrespective of which Director or Principal was at the helm. The 'spirit' could be simply a passion for dance and individuality in self-expression. It could be a fearlessness of the unknown, the drive to be a pioneer or to explore new creative territory. It could be a belief in the integrity of the art form and a desire to communicate this. Or perhaps it could even come from Marie Rambert herself, her renowned fierce determination and indomitable energy.

Welcome to Rambert School.

**AMANDA BRITTON**

**Chief Executive, Principal & Artistic Director**



# WE ARE RAMBERT SCHOOL



Rambert School's mission is to provide world-leading conservatoire training and education in ballet and contemporary dance, embracing individuality and innovation, while being deeply rooted in tradition and technical rigour. Our student body is purposefully small but diverse, with just 45 undergraduates from all over the world accepted each year to benefit from intimate and intensive training. Creativity and performance are fundamental pillars of our training and our students are given the opportunity to create and showcase their own work, repertoire and commissions by leading choreographers at a variety of world-class venues each year.

The School dates back to 1920, when iconic Polish dance pioneer of the Ballet Russes, Marie Rambert, founded a dance school in Kensington based on the principles of creativity, innovation and individuality. The Ballet Rambert developed out of the School, producing and nurturing some of history's most celebrated dancers and choreographers. From Frederick Ashton to Antony Tudor and Christopher Bruce, the Rambert name has always been synonymous with technical excellence and thrilling creativity.

Having recently passed our centenary, Marie Rambert's founding principles are still at the core of what we do and are reflected in our holistic approach to nurturing talent and developing well-rounded, creative and thinking dancers, choreographers, teachers and academics. As we head into our second century, our unique and cutting-edge undergraduate and postgraduate programmes position the School at the forefront of international dance education and research.

The [Foundation Degree/BA \(Hons\) Degree](#) course has a 50/50 split between ballet and contemporary dance, unlike any other dance school in the UK.

The [MA Degree in Dance Research for Professional Practitioners](#) was launched in 2020. Throughout the course, students pursue independent research, based on current embodied practices and previous experience as professional practitioners, to address the practical, artistic, cultural, social and political implications of dance in the sector.

In August 2022 we became an independently registered Higher Education Provider with the Office for Students (OfS), having previously been a member school of the Conservatoire for Dance & Drama from 2005 to 2022. The undergraduate and postgraduate programmes are validated by the University of Kent.

In 2020 we launched [Rambert Grades](#), in collaboration with Rambert (dance company). A progressive and inclusive syllabi of contemporary dance training and examinations for children and young people, Rambert Grades is committed to empowering and harnessing creative movement and expression in all and is an awarding body regulated by The Office of Qualifications and Examinations Regulations (Ofqual). In August 2023, Rambert Grades launched a global collaboration with the Royal Academy of Dance and is striving forth to change the landscape of contemporary dance and extend the Rambert family globally.

We are passionate about our Widening Participation and Outreach activities and continue to deepen our links with members of the community and pupils from local and regional schools and colleges through visits, workshops and open rehearsals.

The School is an outward looking institution and registered charity, that believes dance is for everyone and champions diversity in dancers, repertoire, and audiences.



We believe **excellence comes in all forms.**



What I value most about my training at Rambert School is that it pushes me to hold myself as a professional dancer throughout all aspects of my training. The degree programme encourages students to participate in many

professional opportunities alongside their day-to-day training. For example, there have been many professional opportunities and collaborations during the course that have not only taught us more about working in the industry, but also have given us opportunities to develop our artistry and identities as dancers.

Another unique aspect of school life is the family-oriented atmosphere. As it is a small school and a small building, the students become very close, collaborate and share with each other in many ways, which I find enriching and supportive, both as a dancer and as a person. Furthermore, I find our curricular training to be the right balance of challenging and exciting.

I always feel engaged and committed to the training, whilst also encouraged to meet a higher and higher standard in my dance competency and ability. The staff provide so much support for our wellbeing, our training, and our professional life and I feel welcomed every day.

### **AMARI WEBB-MARTIN**

**Student, FD/BA in Ballet & Contemporary Dance**



I am a mature student and had been searching for the right Masters for me for many years. In 2022, I was thrilled to discover and be offered a place on the MA in Dance Research for Professional Practitioners.

Being practice-led, it is entirely immersive and compatible with my working/creative life. We have an excellent series of seminars tailored to our research needs. We have had chances to lead research workshops with undergraduates, which means that they also gain a sense of what research in dance might entail. We have had in-person intensive weekends and through these have been able to collaborate and deepen our working relationships as postgraduate research students as well as learning from experts in the field of research, challenging our methodologies and being able to bring our creative selves to meet the material where we need to.

I have felt respected and encouraged in equal measure by the teaching staff throughout my course. This opportunity to study at such a forward-looking institution is refreshing and exciting. The sense of community of the School is evident, all the people I have encountered be they current undergraduates, permanent or visiting staff, my MA peers or alumni are proud to be connected with such a world-leading, world-class place of study.

### **MARY PRICE-O'CONNOR**

**Student, MA in Dance Research for Professional Practitioners**



# TERMS AND CONDITIONS

## POST

School Administrator

## REPORTING TO

Head of Human Resources

## CONTRACT TYPE

Part-time (0.4 FTE), permanent & year-round

## HOURS

10am–6pm, Monday and Tuesday

## LOCATION

The role will be worked onsite at Rambert School, St Margarets Drive, Twickenham, TW1 1QN

## SALARY

£26,022 (full-time salary) / £10,409 (0.4 salary)

## OTHER BENEFITS:

- 8.5 days annual leave (based on 0.4 of 21 days FTE), plus English public and bank holidays and additional days over the two-week Christmas closure;
- Paid overtime and Time Off in Lieu (TOIL), where applicable;
- Pension scheme;
- Employee Assistance Programme;
- Cycle2Work Scheme;
- Staff training and CPD opportunities;
- A friendly, inclusive, and accessible working environment.

N.B. There is no lift access to the upper floor of Clifton Lodge, making the site only partially accessible to wheelchair users.

# APPLICATION PROCESS



## APPLICATION

Submit CV, Cover Letter and [Equal Opportunities Monitoring Form](#) to [hr@rambertschool.org.uk](mailto:hr@rambertschool.org.uk) by **9am on 31 October 2024**

## INTERVIEWS

First and Second-Round Interviews will be held during **w/c 11 November 2024**

## START DATE

As soon as possible, but by no later than **6 January 2025**

If we can help to make any stage of the application and recruitment process more accessible to you or you have any specific questions, please contact Grace Campbell via email [hr@rambertschool.org.uk](mailto:hr@rambertschool.org.uk) or phone 020 8892 9960.

# THE ROLE

The role has critical office management and receptionist responsibilities and provides administrative assistance to all departments of the School, as required.

The post-holder will:

- Ensure the smooth-running of the School's administrative offices
- Manage the main ground floor office – answer the main School phone and redirect internal calls, ensure the office is kept neat and tidy and that stocks of stationery are replenished and readily available
- Manage the reception area – welcome and assist all visitors and ensure the foyer area is kept neat and tidy
- Manage the staff kitchens, ensuring that they are kept neat and tidy, and that sundries and consumables are replenished, as required
- Arrange internal meetings (in-person and virtual), including scheduling and secretarial responsibilities for various working groups and committees (e.g. writing minutes / notes and preparing / disseminating papers)
- Provide dedicated administrative support to colleagues in all departments (on an as required basis)
- Project a professional image of the School at all times

This crucial role is a job-share, with another employee fulfilling the function from Wednesday to Friday each week.

## KEY WORKING RELATIONSHIPS WITHIN THE SCHOOL

This is a crucial role within the School, supporting and interacting with students and staff from every department.

## KEY WORKING RELATIONSHIPS OUTSIDE THE SCHOOL

All daily visitors and anyone calling or emailing the School with general enquiries, such as, prospective students and parents, contractors, delivery drivers etc.

## JOB DESCRIPTION

### General office management and reception functions

- Welcome and assist all in-person visitors to the School
- Answer and direct all incoming phone calls
- Process and distribute incoming and outgoing post, taking to the Post Box / Post Office as required
- Maintain the general info@ email account, responding to queries / redirecting enquiries as required
- Assist in the upkeep of contact records, including student, staff, and trustee contact information
- Order stationary, first-aid equipment and sundries and ensure they are neatly stored in the correct spaces
- Maintain a clean, tidy and orderly Ground Floor Office and Reception area
- Schedule annual term dates, in consultation with relevant colleagues
- Ensure the office is sufficiently staffed during school holidays, in liaison with the Head of HR, creating and circulating the related Office Staffing Rota
- Ensure that there is sufficient security cover, in liaison with the Building Manager, contacting the Security Guards / outsourced security company, as required
- General administrative support for colleagues, as required

### Day-to-day running of the School

- Help maintain general order in the School, e.g. managing the staff kitchen areas and student break-out space (in liaison with the cleaners and Building Manager), clearing lost property and tidying notice boards
- Assist with management and issue of building and locker keys and School ID passes
- Deliver internal communications to staff and students via Microsoft Teams (internal intranet)

## Meetings

- Create schedule for termly meetings, in consultation with relevant colleagues, creating relevant Outlook Invites and Zoom links, as required
- Organize meeting rooms (booking space, arranging furniture etc.)
- Organise refreshments for meetings, including ordering food and making tea and coffee
- Assist with the preparation and circulation of meeting papers, in liaison with Chairs
- Write minutes for meetings, as required

## Finance

- Assist with petty cash and banking, as required

## Studio Hires

- Manage booking requests
- Maintain hire documentation, such as agreements, hire guides, etc

- Create invoices and liaise with Finance Department regarding payments
- Coordinate necessary security and cleaning for hires, in collaboration with the Facilities Manager

## Other

- Create student rehearsal timetable
- Manage applications for U18 student Zip Cards
- Arrange travel and accommodation for national and international trips, as required
- Manage vending machine stock and replenish the machine as required
- Housekeeping – loading/emptying dishwasher, making tea and coffee, etc.
- Undertake other duties commensurate with the level of this position, as required

# PERSON SPECIFICATION

Competency	Essential	Desirable
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"><li>• Minimum of one year of administrative experience</li></ul>	<ul style="list-style-type: none"><li>• Specific experience of working in a school, higher education or the arts</li><li>• Minute writing skills and experience</li></ul>
<b>Communication Skills</b>	<ul style="list-style-type: none"><li>• Excellent verbal and written communication skills</li></ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Educated to A Level or above</li></ul>	<ul style="list-style-type: none"><li>• Valid First Aid qualification</li></ul>
<b>Planning and Organisation</b>	<ul style="list-style-type: none"><li>• Good organisational skills, ability to multi-task, prioritise effectively and work to tight deadlines</li></ul>	
<b>Technical</b>	<ul style="list-style-type: none"><li>• Excellent working knowledge of MS Office 365 and other MS Office packages, including Word, Excel, Outlook</li></ul>	
<b>Teamwork and Motivation</b>	<ul style="list-style-type: none"><li>• Ability to work independently and as part of a small office team</li></ul>	
<b>Values and Attitude</b>	<ul style="list-style-type: none"><li>• A 'people person', with excellent interpersonal skills and a cordial, polite and calm manner</li><li>• Ability to establish good working relationships at all levels of the organisation – with students, teachers, senior management, Board of Trustees, friends and supporters of the School</li><li>• A personal commitment to Equality, Diversity and Inclusion</li><li>• A personal commitment to self-development and learning on the job</li></ul>	<ul style="list-style-type: none"><li>• Passionate about the arts, especially dance</li></ul>

# OTHER INFORMATION

## OUR COMMITMENT TO EQUITY, DIVERSITY & INCLUSION

Rambert School is an equal opportunities employer, meaning we are committed to providing equality of opportunity in employment to all of our staff and applicants, regardless of their age, disability, gender, gender reassignment status, marriage or civil partnership status, parental status, race, religion, belief or sexual orientation. We are committed to creating a diverse workforce that is representative of our society and therefore actively encourage applications from people from any background. We encourage and embrace difference in our staff and foster a culture of inclusivity. We have adopted the Halo Code, championing the right of staff to embrace all Afro-hairstyles, and welcome the wearing of headscarves and hijabs. As an organisation, we have committed to a Racial-Justice and Anti-Racism Action Plan.

### What this means for our recruitment process

- A broad search, promoting our opportunities through as many different channels as possible, to ensure that we attract high quality applicants from diverse backgrounds.
- A structured shortlisting and interview process, conducted by more than one person.
- Making every effort to eliminate discrimination, direct and indirect, from the recruitment and selection process.
- Making necessary reasonable adjustments, where possible, throughout the recruitment and selection process to reduce any potential barriers and ensure equality of access for all applicants.

[Click here](#) for further information on equity, diversity & inclusion at Rambert School.

## RIGHTS TO WORK IN THE UNITED KINGDOM

Applicants for this position must be eligible to work legally in the United Kingdom. If you do not have the necessary permission to do so, unfortunately, we are unable to consider your application.

## DBS CHECKS

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a criminal record check from the Disclosure & Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands, or final warnings as well as convictions.









# RAMBERT SCHOOL



**Rambert School of Ballet  
and Contemporary Dance**

Clifton Lodge  
St Margarets Drive  
Twickenham  
TW1 1QN

Find us online at  
[rambertschool.org.uk](http://rambertschool.org.uk)

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