

A woman in a bright yellow long-sleeved shirt and black shorts is in a dynamic pose, leaning back with her right arm extended upwards and her left leg raised. A man in a dark blue t-shirt and light-colored pants is also in a dynamic pose, leaning forward with his right arm raised and his left leg raised, holding his foot. The background is a plain, light color.

RAMBERT SCHOOL

Currently seeking:

HR ASSISTANT

Join the Operations & Development Team at Rambert School.

We currently seek an organised, experienced, and meticulous HR Assistant to support the Head of HR in providing a professional HR service to the Staff and Trustees of the School.

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

HR Assistant

REPORTING TO

Head of Human Resources

CONTRACT TYPE

Part-time (16 hours / 0.4 FTE),
permanent & year-round

HOURS

9am to 5pm on Mondays and Thursdays or the equivalent number of hours, e.g. four half-days

LOCATION

The role will normally be worked 50% onsite at Rambert School, St Margarets Drive, Twickenham, TW1 1QN and 50% remotely

SALARY

£27,500-£31,000, FTE /
£11,000-£12,400, 0.4 FTE per annum

Dependent on skills & experience

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 by **9am on 31 October 2024**

INTERVIEWS

First and Second-Round Interviews will be held during **w/c 18 November 2024**

START DATE

As soon as possible, ideally 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 or phone 020 8892 9960.

THE ROLE

The HR Assistant will support the Head of Human Resources in providing a professional HR service to the Staff and Trustees of Rambert School (approx. 50 permanent staff, 14 Trustees and 150 Freelancers engaged each year). They will deliver proactive, efficient and accurate administration aligned with the HR Department's systems and protocols, including the upkeep of HR databases, personnel files (hard and digital) and records of holiday and TOIL. This position will act as the first point of contact for employee enquiries on HR matters and will assist in the effective execution of HR processes. The HR Assistant will develop robust professional connections with School staff, trustees and regulatory bodies, such as the Office for Students and HESA, relevant professional networks, recruiters and job applicants and other prospective employees.

The post-holder will:

- Provide administration for the Employee Life Cycle, from recruitment to exit.
- Maintain accurate personnel records (digital and hard copies).
- Manage the holiday and TOIL process, processing requests and maintaining the related database.
- Provide payroll administration.
- Deliver HR-related Communications (internal and external).
- Assist with the organisation of staff training and any related record-keeping.
- Provide HR-related Data Collection, including the annual HESA Return and Staff EDI Survey, working in collaboration with the Data Manager.
- Project a professional image of the School at all times.



KEY WORKING RELATIONSHIPS WITHIN THE SCHOOL

The post holder will work closely with the Head of HR and associated colleagues, including the Director of Finance & Governance, the Finance Manager and the Data Manager. Additionally, they will support and interact with all staff and trustees on HR matters.

KEY WORKING RELATIONSHIPS OUTSIDE THE SCHOOL

- External payroll bureau
- External HR support provider (currently Citrus HR)
- Recruitment agencies and advertising platforms
- Job applicants and speculative potential employees

JOB DESCRIPTION

Employee Life Cycle & Related Administration

- Administration for recruitment for all staff and trustees and all related processes, including assisting with the creation of Recruitment Packs, overseeing the advertising of all vacancies, preparing adverts, posting job vacancies on appropriate advertisement channels, liaising with recruitment agencies, supporting with shortlisting panels in the shortlisting administration process, arranging interviews and corresponding with applicants pre and post interview.
- Prepare the candidate information and correspond with candidates accordingly.
- Prepare and disseminate offer letters, contracts and new starter packs, including key policies, procedures and details of induction training.



- Collect new starter documents, including signed contracts, new employee forms, P45s / HMRC Starter Checklist.
- Complete the administration of Right to Work Checks for all employees.
- Complete the administration of Enhanced DBS Checks for all employees.
- Coordinate the Employee Exit Process, including coordination of Exit Interviews.
- Produce appropriate documentation and written correspondence in relation to variations of employment, end of employment and other contractual changes.
- Ensure that personnel files (digital and hard copy) are kept up to date, archiving where necessary and work closely with the Head of Human Resources to ensure compliance with data protection regulations

Freelancer Administration

- Issue Freelancer Agreements and related information, such as relevant policies and procedures.
- Collect and maintain Freelancer Registration Forms.

Holidays & TOIL Administration

- Oversee the holiday and TOIL booking process, ensuring that digital records, and any related staff schedules and rotas, are kept up to date.
- Liaise with staff and Line Managers regarding requests and holiday records.
- Prepare and provide accurate holiday records to the Finance Department for review and auditing purposes, as required.

Communications

- Manage the general HR Inbox and disseminate communications appropriately, prioritising and identifying action required to the Head of HR where necessary.
- Assist with the upkeep and dissemination of HR documents, policies and procedures etc, on Teams and other centralised systems.

Payroll

- Register new starters with the external payroll bureau, as required.
- Review timesheets for hourly paid staff, on a monthly basis.

Training

- Assist with the booking and organisation in-house and external training courses, including mandatory induction training (Safeguarding, PREVENT, EDI and GDPR), INSET Days and CPD for individual staff.
- Ensure the central training records (digital database) are up to date and correspond with employees on training (including periodic refreshers), as required.

HR Data Collection and Returns

- Oversee the data collection for the annual data return, working in collaboration with the Head of HR and the Data Manager.
- Assist with the data collection for the annual Staff Survey, working in collaboration with the Head of HR and the WP Research & Evaluation Analyst.

General

- Build effective relationships with staff at all levels, trustees and other external bodies to provide a professional service with regards fundamental HR processes and policies.
- Proactively support the Head of HR, line managers and employees regarding general HR administration and processes, to enable a smooth and professional process.
- Work in correspondence with the School's policies and procedures at all times.
- Proactive participation in staff training and INSET Days relevant to the post and the wider organisation.
- Undertake other duties commensurate with the level of this position, as required.

PERSON SPECIFICATION

Competency	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of working in a generalist HR role, preferably to include HR, payroll and recruitment administration and record-keeping • Possess an understanding of HR best practice 	<ul style="list-style-type: none"> • Specific experience of working in a school, higher education or the arts
Communication Skills	<ul style="list-style-type: none"> • Excellent verbal and written communication and interpersonal skills 	
Qualifications	<ul style="list-style-type: none"> • Good organisational skills, ability to multi-task, prioritise effectively and work to tight deadlines 	<ul style="list-style-type: none"> • HR qualifications, such as CIPD (level 3) • Valid First Aid qualification
Planning and Organisation	<ul style="list-style-type: none"> • Good organisational skills, ability to multi-task, prioritise effectively and work accurately and to tight deadlines 	
Technical	<ul style="list-style-type: none"> • Excellent working knowledge of MS Office 365 and other MS Office packages, including Word, Excel, Outlook 	
Teamwork and Motivation	<ul style="list-style-type: none"> • Ability to work independently and as part of a small office team 	
Values and Attitude	<ul style="list-style-type: none"> • A proactive and can-do manner • Able to operate with diplomacy and tact • Professional manner – maintaining confidentiality and discretion • Ability to establish good working relationships at all levels of the organisation – with all staff and Board of Trustees • A personal commitment to Equality, Diversity and Inclusion • A personal commitment to self-development and learning on the job 	<ul style="list-style-type: none"> • Passionate about the arts, especially dance

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

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Rambert School of Ballet and Contemporary Dance is a limited company registered
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