

A woman with curly hair, wearing a bright yellow long-sleeved top and black shorts, is captured in a dynamic dance pose, leaning back with one leg raised and arms extended. A man with short hair, wearing a dark blue t-shirt and light-colored pants, is also in a dynamic pose, leaning forward with one leg raised and arms extended. The background is a plain, light-colored wall.

RAMBERT SCHOOL

Currently seeking:

CARETAKER

We are seeking an experienced and proactive caretaker to join our Operations & Development Team. You will be an enthusiastic problem-solver and an excellent communicator and will deliver day-to-day maintenance and security functions across our thriving site.

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

Caretaker

REPORTING TO

Building Manager

CONTRACT TYPE

Part-time and variable hours

HOURS

Term Time: Monday to Friday, 4pm to 8:30pm,

Non-Term Time: Monday to Friday, 2pm to 6:30pm

Evening/weekend overtime may be required on occasion

LOCATION

This role will be worked onsite at Rambert School, Twickenham.

SALARY

£13.61-£14.65 per hour, dependent on experience

OTHER BENEFITS

- Pension scheme;
- Employee Assistance Programme;
- Cycle2Work Scheme;
- Staff training and CPD opportunities relevant to the role;
- 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 6 January 2025**

INTERVIEWS

Interviews will be held in January 2025

START DATE

As soon as possible, pending candidate availability

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.

MAIN RESPONSIBILITIES

CARETAKING / MAINTENANCE

- Complete any preventative and reactive hands-on maintenance work such as repairs, painting/ decorating, changing lightbulbs and removal of debris around the school and grounds.
- Gardening and landscaping duties, maintaining the upkeep of the gardens and grounds of the school.
- Conduct building inspections including heating, cooling, lighting and alarm systems to make sure they are in good working order, logging periodical checks as required.
- Perform basic preventative and ad hoc repairs and maintenance tasks, as required.
- Communicate any maintenance emergencies to the Building Manager/ the external buildings maintenance company, as required.
- Report lost property to the main reception.
- Monitor cleaning materials, tools and furniture and inform the Building Manager of any required replenishments.
- Assist with moving goods and furniture around the building when required.
- Check public-facing stocks and consumables and replenish as required (vending machine, lavatory/ cleaning supplies etc).
- General housekeeping – filling/ emptying of dishwasher, replenishment of hand towels in kitchens/ bathrooms, emptying bins in kitchens/ bathrooms.
- Check the vending machines are operational and the stock is sufficient for the day.

- Check the water dispensers are operational, emptying the bucket as required.
- Assist with the set-up of meeting rooms, including arranging chairs and tables and clearing them away afterwards, as required.
- Other maintenance and caretaking responsibilities, as delegated by the Building Manager.

SECURITY

- Lock and secure the building when required, including locking internal and external doors, shutting and locking all windows and gates and setting the alarm system across both sites.
- Complete regular patrols to ensure security is upheld.
- Act as out-of-hours key-holder, when required.

AFTER-HOURS FRONT OF HOUSE

- Welcome, direct and announce arrival of visitors.
- Assist with signing visitors in and out of the building.
- Deal with general enquiries and respond with appropriate information.
- Maintain the appearance of the reception and foyer areas.

POST / DELIVERIES

- Ensure any large item deliveries, such as cleaning products, are deposited in the correct space (e.g. cleaning cupboard).



STUDIO HIRES

- Welcome hirers, directing them to studios and changing rooms.
- Liaise with the Building Manager and School Administrators for any specific equipment and room requirements.
- Monitor hirer behaviour and ensure that the studio rules and regulations are adhered to where possible.
- Make sure hires vacate the studios and building promptly.

INTERNAL SCHOOL PERFORMANCES

- Assist with preparation of bar and front-of-house area for School performances.

HEALTH & SAFETY

- Act as a First Aider and Fire Warden.
- Log accidents via the online form system/accident books.

- Ensure all those using the building adhere to Health & Safety guidelines.
- Adhere to the School's safety policies to create a safe working environment for everyone.
- Report any Health & Safety risks or concerns to the Building Manager and assist with resolutions, as required.

GENERAL

- Display an active and committed engagement with the School's Mission, policies and procedures, including the Code of Conduct and EDI and Safeguarding Policies.
- Participation in such additional training as might from time to time be required for the fulfilment of the role and wider School aims.
- Provide a professional image of the school, both externally and internally.
- Any other duties which may be reasonably required from time to time by the Building Manager and the wider staff of the school.

KEY WORKING RELATIONSHIPS

INTERNAL

- Building Manager (Line Manager)
- School Administrator
- Head of Technical Theatre & Production
- Head of Performances & Events
- Staff and students of the School

EXTERNAL

- Any relevant facilities / buildings suppliers and contractors
- Any out-of-hours visitors to the School

PERSON SPECIFICATION

Competency	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> At least 2 years' experience of working in a similar role 	<ul style="list-style-type: none"> Experience of working with children and young people
Communication Skills	<ul style="list-style-type: none"> Excellent written and verbal communication, including phone manner and good interpersonal skills Good customer service skills 	
Qualifications & Training	<ul style="list-style-type: none"> First Aid trained, or willing to obtain First Aid qualifications Security Industry Authority (SIA) license holder, or willing to obtain 	
Planning and Organisation	<ul style="list-style-type: none"> Self-motivated, able to work independently and to prioritise own workload 	
Technical	<ul style="list-style-type: none"> Computer literate 	<ul style="list-style-type: none"> Experience of MS Office 365
Teamwork and Motivation	<ul style="list-style-type: none"> Ability to work independently and as part of a small Operations & Development Team Ability to be resourceful in a crisis Ability to work under pressure and to remain calm, enthusiastic and welcoming at all times 	
Values and Attitude	<ul style="list-style-type: none"> A commitment to Equity, Diversity and Inclusion A commitment to self-development and learning on the job Well presented Appreciative of Rambert School's artistic and educational objectives Available to work evenings and weekends and flexible hours 	<ul style="list-style-type: none"> An interest in the creative arts

The above serves as a guide and is not exhaustive; all professional staff are expected to undertake other duties and projects as may be reasonably required

by the Chief Executive, Principal & Artistic Director in accordance with the grade of the post.

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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