



JOB DESCRIPTION

Role / Title: Administrator, Royal Ballet & Opera Schools

Reports to: Business and Operations Manager, Royal Ballet & Opera

Schools

Main Purpose of the Job

To provide comprehensive and proactive administrative support to the RBO Schools team in line with Learning and Participation processes, ensuring the effective implementation of systems and providing a first point of contact for schools, cultural organisations, funders and other partners.

To implement the centralised administrative procedures and systems of the RBO, so that the department is compliant with all RBO policies and procedures. To ensure good practice in budget and office management.

New centralised financial and HR systems are currently being rolled out to improve efficiency and this role will support the RBO Schools teams to adopt these new processes.

Main Responsibilities

General Administration

- Work closely with the Business and Operations Manager to establish and maintain effective systems to ensure the smooth running of the RBO Schools programmes.
- Administer, issues and secure filing contracts
- Oversee office management ensuring a safe, tidy and efficient environment
- Liaise with relevant internal colleagues, such as the IT department, and external contractors, including the facilities contractor to maintain systems, protocols and facilities.
- Ensure Schools team databases and monitoring systems are kept up-to-date and that colleagues add/save relevant information regularly.
- Ensure administrative procedures run effectively across the Purfleet office, working closely with the administrative staff based at Covent Garden to ensure a cohesive and consistent approach
- Record meetings as required.

Financial Management

- Process and file all financial paperwork including but not limited to: purchase orders, invoices, payroll/purchase/credit card/Trainline reconciliations, travel grants and record and submit all project expenditure and income to the Royal Ballet and Opera Finance department. Administer all RBO Schools budget lines in liaison with the Royal Ballet and Opera Finance department by keeping a daily track of spend and monitoring monthly budget reports.
- Support Business and Operations Manager in all necessary processes relating to the end of financial year.

Programme Administration

- Support RBO Schools Programme with the administrative demands of the rolling events programme, liaising with external partners as necessary, and attending as required.
- Contribute to the development of live events and conferences, supporting the day-to-day operational tasks required to ensure their smooth running.

Data Monitoring

- Work with Business and Operations Manager to create and manage centralized records of all project evaluations, case studies and participation records.

Compliance

- Ensure a safe, inclusive and welcoming environment by adhering to all compliance requirements including Health & Safety; Safeguarding; Insurance; Equality and Diversity; management of data in line with GDPR; UK Border Agency checks;
- Ensure fiscal responsibility and adherence to ROH financial policies;
- Ensure all copyright and licenses are secured, working with Business Affairs as necessary;
- Ensure all media and image permissions are secured and all records of photography and recordings are saved and securely stored.

Contribute to wider L&P efforts

- Play an active role across the L&P team to ensure an integrated approach is achieved;
- Act as an ambassador for RBO L&P, positively promoting the full portfolio of our work internally and externally.

Behaviours:

- Uphold RBO values and behaviours: Treat each other with Respect - Be Open - Value the Highest Standards
- Proactively demonstrate a commitment and contribution to the Royal Ballet and Opera's health and safety culture in all activities
- Actively promote the value of diversity and diverse perspectives in all work
- Ensure confidentiality, in line with organisational policy and data protection requirements
- Actively contribute to own professional development, developing and maintaining knowledge and understanding of legislative changes and best practice developments
- With the other members of the team, share responsibility for housekeeping and the maintenance of standards within the department.

This role forms part of a large department and you will be expected to support other projects and programmes as required.

This position is based in Covent Garden but requires regular work in other locations of England as directed.

This position works 5 out of 7 days and requires occasional and evening work.

Note: This Job Description reflects the current situation. It does not preclude change or development that might be

required in the future.

PERSON SPECIFICATION:

Minimum Skills, Knowledge and Experience:

- Sustained experience of office administration and support work in a busy office.
- Experience of financial and contract administration.
- Excellent written and verbal communication skills, with the ability to communicate effectively with a range of stakeholders in a range of settings, both internal and external.
- The ability to assimilate new information and strong problem-solving ability.
- Proven capacity to organize and work under pressure and manage a busy workload with high productivity.
- Very strong Microsoft Office skills (Word, Excel, Outlook, PowerPoint, SharePoint) and experience of data entry.

Other Essential Skills, Knowledge and Experience:

- Strong organisational skills and experience of establishing and managing systems.
- The ability to manage and prioritize own workload and work without supervision when necessary, taking initiative.
- Accuracy and attention to detail.
- Strong time management skills with ability to prioritize and meet deadlines.
- The ability to maintain discretion and confidentiality at all times.
- Commitment to delivering a high standard of work.
- An effective team worker.
- The ability to represent the values of the Royal Ballet and Opera sensitively and appropriately.
- Awareness and understanding of customer care, health and safety, child protection and equal opportunities issues.

Desirable Skills, Knowledge and Experience:

- Knowledge or experience of the education, arts or heritage sector.
- A demonstrable passion for the arts, culture and heritage.

The Royal Ballet and Opera is committed to creating a diverse and inclusive environment in which everyone can thrive.

