

Administrative Assistant – Widening Participation and Access

Salary - £28,000 pa

Central School of Ballet has an international reputation for delivering a ballet focused degree course - a BA (Hons) Degree in Professional Dance and Performance. Central's Junior School for younger dancers continue to attract hundreds of children. For those aspiring to a career as a dancer, our Associate programme, Spring and Summer courses and Dance Days give 11 to 16 year olds a taste of life at a vocational dance school. Central School of Ballet is committed to addressing issues of under-representation in ballet and Higher Education.

Central is looking to recruit an efficient, organised and friendly individual to provide administrative support on Widening Participation and Access projects, programmes and short courses, and administrative support on sessions for students with Specific Learning Differences (SpLDs) and Learning Resources.

For further information and an application form, please visit our website at www.centralschoolofballet.co.uk

Application closing date: **Sunday 30 March 2025 9 pm**

Interviews: **Tuesday 8 April 2025**

Central School of Ballet, The Countess of Wessex Studios,
21/22 Hatfields, Paris Garden, London SE1 8DJ

Due to the high number of applications that we receive we are unfortunately unable to contact unsuccessful applicants. Only successful candidates will be contacted.

*Central School of Ballet is an equal opportunities employer
In line with school policy, this post requires an enhanced disclosure DBS check*