

# Royal Northern College of Music

---

## Candidate Pack

**Vacancy: Data Administration Assistant**

**Reference No: 2526-03**

**Closing Date: 12 Noon, Tuesday 28 October 2025**

**Interview Date: Monday 17 November 2025**

**RNCM**  
ROYAL NORTHERN  
COLLEGE of MUSIC

# Job Description

---

**Job title: Data Administration Assistant**

**Department: Academic Services**

**Responsible to: Programmes and Assessments Manager**

---

## **Overall Purpose of the Job**

To provide efficient administrative support to the Academic Services teams, to ensure the accurate recording of data on the College's academic-related administrative IT systems, and smooth running of operational processes. To deal with day-to-day enquiries from staff and students. To enhance the student experience in liaison with Programme Leaders, academic staff and wider College teams.

## **Key Responsibilities, Accountabilities or Duties**

- To accurately enter data into the College's academic-related administrative IT and finance systems including: the ASIMUT timetabling system; the Unit-E student records system; Moodle Virtual Learning Environment; and the TechOne Purchase Ledger system.
- To be able to run routine reports from these systems and other reporting tools, and provide analysis the data.
- To provide day-to-day administrative support to the Programmes and Assessments Manager and Programmes and Assessments Coordinators for activity including: attendance monitoring; academic and performance-based assessments; timetabling; and the Boards of Examiners processes.
- To provide administrative support to the Space and Instrument Services Manager and Space and Instrument Services Team for ongoing College activity projects.
- In liaison with the Head of Programmes Administration, to coordinate arrangements for visits from external stakeholders, booking travel and accommodation via the College's online travel booking system, and to monitor and maintain up-to-date financial records of the budget for examination activity and to process expenses claim forms and invoices.
- To assist from time to time with College activities including Welcome Week, registration and enrolment of students, Congregation of Awards ceremony, etc.
- To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons and to comply with the policies and procedures relating to health and safety within the College.
- Any other reasonable duties as may be required taking into account the postholder's qualifications, knowledge and experience.

## **Additional Information**

### **Safeguarding**

The RNCM is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All staff are required to complete mandatory safeguarding training, and to report promptly any concerns relating to the

safeguarding of children and / or adults at risk in accordance with agreed Child Protection Policy and Safeguarding procedures.

### **Health and Safety Responsibilities**

To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons and to comply with the policies and procedures relating to health and safety within the RNCM.

### **General**

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# Person Specification

Criteria	Essential (E) / Desirable (D)	Method of Assessment
<b>Experience</b>		
Previous experience in an administrative role	E	Application Form/Interview
Administrative experience within a Higher Education environment	D	
Experience of music environments	D	
Experience of dealing with students	D	
<b>Skills</b>		
Organisational skills with an ability to manage multiple tasks and priorities to meet deadlines.	E	Application Form/Interview
Strong interpersonal skills in dealing tactfully and confidentially with a range of people.	E	
Excellent customer service approach towards stakeholders	E	
Excellent oral and written communication skills	E	
Can work flexibly and constructively as a member of team	E	
Can work independently with limited supervision	E	
Excellent attention to detail and accuracy in record-keeping and data entry.	E	
<b>Knowledge</b>		
Excellent IT skills, proficient in the use of Microsoft Office	E	Application Form/Interview
Experience of maintaining accurate records and producing timely management information.	E	
Awareness of GDPR	E	
Familiarity with educational computer systems (such as timetabling systems, student record databases and VLEs)	D	
<b>Qualifications</b>		
A Level qualifications or higher or equivalent administrative experience.	E	Application Form
Background in music	D	
<b>Other requirements</b>		
A commitment to supporting the RNCM in its equality, diversity and inclusion practices	E	Application Form/Interview

Summary of Terms and Conditions	
<b>Salary</b>	Grade 3, SCP 10 to 14, £23,742 to £25,804 per annum
<b>Hours of Work</b>	35 hours per week, (e.g. Monday – Friday, 9am – 5pm but may vary from time to time. Flexibility in working hours will be expected.)
<b>Annual Leave</b>	25 days per year, increasing to 30 days after 5 years' service. In addition, 2 extra statutory days are granted during the Christmas closedown plus all 8 bank holidays.
<b>Pension</b>	The post-holder will be eligible to join the Local Government Pension Scheme.

**Issued by:** Laura de Winter, Programmes and Assessments Manager

**Date of issue:** October 2025

---

## About Us

---

### The RNCM

Founded in 1973 through the merger of the Royal Manchester College of Music and Northern School of Music, the RNCM is continually recognised as one of the world's most progressive conservatoires.

Home to over 900 students from more than 60 countries, we're dedicated to providing an outstanding education that propels students into careers as inspiring and versatile musicians, fully-equipped for exciting futures both on and off stage.

Our Undergraduate School includes the Bachelor of Music with Honours and the ground-breaking Bachelor of Music with Honours in Popular Music - the UK's first four-year degree in this subject. Both programmes offer students the flexibility to create bespoke packages that fully support their career aspirations. They also complement degrees within our Graduate School, which provides a stimulating environment for advanced studies in performance (including conducting), composition, musicology, music psychology, and music education.

Additionally, we're home to Junior RNCM, our Saturday school for eight to 18-year-olds, and deliver an award-winning programme of free and subsidised projects for children and young people across the North West.

### What it's like to work here

Our vibrant and creative community of academic and professional services staff work together to ensure that the RNCM remains a destination of choice for talented young musicians worldwide.

Friendly, collaborative and supportive, we proudly promote an inclusive and equitable working culture, offering family-friendly policies and regular opportunities for personal and professional development.

As a small specialist organisation, the staff voice is very important to us and there are numerous opportunities for colleagues to get involved in RNCM life throughout the year via our active staff engagement programme. We also have a Wellbeing Hub for staff and students, and are a Disability Confident Employer. If you feel there are adjustments that could be made to support you if invited to attend an interview, or if you join us as an employee, please get in touch via [recruitment@rncm.ac.uk](mailto:recruitment@rncm.ac.uk).



## **The Department**

Responsible for student data, records and the administration / quality and standards of academic programme activity and summative assessment. In addition, they manage Student Finance and Appeals, Complaints and Conduct and Discipline cases, alongside the management of complex student cases.

---

# Staff Benefits

---

### **Annual leave**

Minimum of 25 days (increasing to 30 days after 5 years' service and 33 days after 20 years' service) plus 8 bank holidays and closure days between Christmas and New Year.

### **Working hours**

35 hours per week for a full-time role

### **Flexibility**

Offered through formal flexible working (part-time, job-share, term time only, compressed hours, annualised hours and flexibility of working pattern depending on the role). Where roles are suitable we also offer blended working with a minimum of 2 days in RNCM and 3 days from home.

### **Family friendly policies**

Enhanced maternity and paternity pay above statutory payments.

### **Pensions**

GMPF (Greater Manchester Pension Fund) for Professional Services staff and Teachers' Pensions Scheme or USS for Academic staff. RNCM tops up pensions via an employers' contribution, adding to your pension pot.

### **Employee Assistance Programme**

All staff can get free and confidential advice from Health Assured. The service is open 24 hours per day, 365 days per year, by telephone or via the web for staff support (mental health, physical health, counselling etc.) as well as general support such as financial, benefits or housing advice.

### **Eye Tests**

Staff are offered a free eye test and a contribution towards glasses where they are required for

display equipment work.

### **Events**

Staff can book one free or discounted ticket to most RNCM promoted events.

### **Professional Development**

The RNCM is committed to the supporting training and professional development for all members of staff and a range of opportunities are available.

### **Travel**

We have on-site parking at a reasonable cost, loans for season tickets and offer a cycle to work scheme (savings on the cost of a new bicycle and associated safety equipment by providing vouchers taken out of your salary before tax).

### **Staff Discounts**

Offered on the RNCM Food and Drink menu which includes hot drinks, cakes and snacks in the Café. You can also get loyalty points and further offers on food and drink by using our Rewards app.

### **Staff Wellbeing**

Our Staff Wellbeing Hub provides information, support, training and social/networking activities so you can get to meet other staff (important in a blended working environment).

### **Staff Voice**

The views of our staff are very important. We have a staff engagement programme and we involve staff in much of our decisions/policy-making. In our latest staff satisfaction survey 98% of staff were satisfied to work at the RNCM.