

Royal Northern College of Music

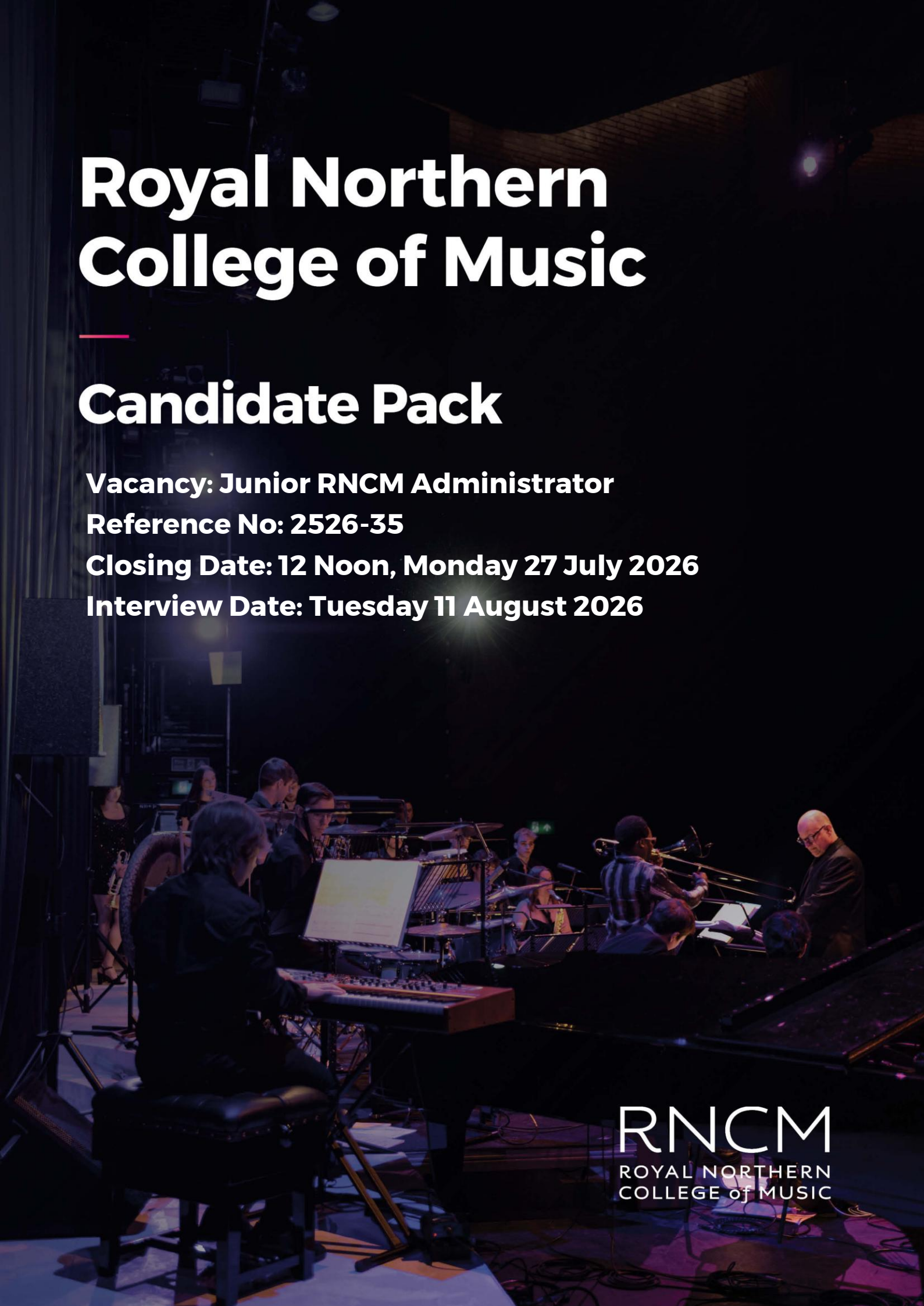
Candidate Pack

Vacancy: Junior RNCM Administrator

Reference No: 2526-35

Closing Date: 12 Noon, Monday 27 July 2026

Interview Date: Tuesday 11 August 2026



RNCM
ROYAL NORTHERN
COLLEGE of MUSIC

Job Description

Job title: Junior RNCM Administrator
Department: Junior Programmes
Responsible to: Junior RNCM Manager

Overall Purpose of the Job

As a key member of the Junior RNCM team, the JRNCM Administrator provides efficient administrative support to Junior RNCM. The role-holder will liaise with tutors, members of the Junior Programmes Team, parents / carers, young people to ensure effective implementation and communication for all JRNCM activities. The role is varied and includes responsibility for day-to-day administration, including monitoring and triaging the Junior RNCM email account; using RNCM systems to maintain student records; processing invoices; updating departmental spreadsheets; and supporting the smooth running of concerts.

The post will suit a proactive, highly organised person who enjoys working with young people, parents and staff.

Key Responsibilities, Accountabilities or Duties

Provide effective administrative support for Junior RNCM, including reception, mail/document collation, recording and distribution, filing and reprographic duties.

Effectively operate RNCM systems (UNIT-e Student Information System, TechOne Financials and Microsoft Excel/Word/Outlook) to provide an efficient administration service.

Process and maintain student, parent, fee and applicant information within the College's information systems, ensuring high standards of data quality, accuracy, and integrity, in compliance with institutional data protection procedures and GDPR requirements.

Work in collaboration with other RNCM departments as required, including Academic Services, BSDU, Human Resources, Finance, Marketing, Development, Performance and Programming, Operations, Sound & Video and the Library.

Attend and service JRNCM meetings, Junior Programmes Team meetings, and other informal meetings as and when required.

Support the JRNCM Manager in co-ordination of all activities and events.
Maintain JRNCM instrument stock including insurance, loan and repair in accordance with RNCM financial regulations.

Maintain music for all JRNCM chamber groups and large ensembles.

Support the administration of admissions and auditions processes and procedures. Liaising with JRNCM Manager and Head of Junior Programmes to help co-ordinate these events.

Maintain accurate and up to date records in relation to the processing of Disclosure & Barring Service (DBS) checks for staff, including regular deputies, as required in line with RNCM policy, liaising with and providing the necessary documentation to the Human Resources Department.

Support the safeguarding of young people, including processing safeguarding reports within the RNCM safeguarding structure.

Supporting stage management of JRNCM performances, including minimal equipment and instrument moving and page turning - some of which will occur outside normal working hours.

Provide a first point of contact for staff, parents and students involved in Junior RNCM, being present whilst regular activities are taking place to ensure smooth running.

A commitment to the health and wellbeing of our students, and willing to be a nominated First Aider and be part of a Mental Health First Aid Team.

Provide support for JRNCM staff for online teaching and recording.

Such other duties and responsibilities as may be required within the level of the post.

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.

Disclosure and Barring Service (DBS)

The successful candidate will be subject to a thorough vetting process which includes, an enhanced DBS check and satisfactory references.

This post is exempt from the Rehabilitation of Offenders Act 1974. [The Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#), provides information about which convictions must be declared during job applications and related exceptions.

Candidates who are barred from working with children are reminded it is a criminal offence to apply for this post.

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
Experience		
Previous experience of operating in an administrative support role.	E	Application Form/ Interview
Previous experience of working in an academic environment / arts organisation.	E	
Experience of working with centralised information management systems (e.g. Student Information Systems or similar other enterprise systems) to process and maintain records	D	
Previous experience of working with young people.	D	
Experience of working with a range of networks and music institutions.	D	
Experience of working in collaboration with teaching staff	D	
Experience of concert and stage management and orchestral and band layouts	D	
Skills		
Able to work effectively under pressure, demonstrating first class organisation skills with the ability to prioritise a busy work schedule to meet deadlines	E	Application Form/ Interview
Excellent communication skills both oral and written with the ability to deal tactfully with a range of people	E	
Ability to work on one's own initiative with limited supervision and a proactive approach to problem solving	E	
Ability to work effectively on own and as part of a team	E	
Ability to maintain and process records across a range of information systems with a high level of accuracy	E	
Able to quickly learn and confidently use new systems, apply procedures and processes by following established guidance and procedural documentation	E	
Knowledge		
Proficient in using Microsoft Office (Word/Excel/Outlook)	E	Application Form/ Interview
Appreciation of the importance of accurate record keeping	E	
Understanding of the music education sector in Manchester and the UK generally	D	
Broad understanding of classical music repertoire including from underrepresented composers	D	

Qualifications		
A Music degree or equivalent	E	Application Form
Other requirements		
Willingness to work flexible hours, including fixed Saturdays (33 per academic year) and occasional evenings	E	Application Form/ Interview
Attention to and a keen eye for detail	E	
A commitment to safeguarding and child protection	E	

Summary of Terms and Conditions	
Salary	Grade 3, SCP 10 to 14, £23,742 to £25,804 per annum (pending pay review)
Hours of Work	35 hours per week. The work pattern for the post holder will be Tuesday – Saturday during term time (reverting to Monday – Friday outside of term time). This role is suitable for blended working (in line with RNCM Flexible Working policy) except for Saturday. Saturday must be worked in person at RNCM.
Annual Leave	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.
Pension	The post-holder will be eligible to join the Local Government Pension Scheme.

Issued by: Eugene Monteith, Junior RNCM Manager

Date of issue: July 2026

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.



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.