

Royal Northern College of Music

Candidate Pack

Vacancy: Library Assistant

Reference No: 2526-41

Closing Date: 12 Noon, Monday 14 September 2026

Interview Date: Wednesday 30 September 2026

RNCM
ROYAL NORTHERN
COLLEGE of MUSIC

Job Description

Job title: Library Assistant

Department: Library

Responsible to: Reader Services Librarian, Head of Library Services

Overall Purpose of the Job

To staff the main Library service point, dealing with the issue and return of material and assisting users with enquiries, actively contributing to the delivery of a professional, user-focused service.

Key Responsibilities, Accountabilities or Duties

1. Carry out general counter duties, including the issue and return of material (using the Library management system), checking reservation and purchase requests, etc. to provide an efficient Library service to all users.
2. Assist users with enquiries, either in person or by telephone, referring them to the relevant member of staff where appropriate, to ensure that queries are dealt with in a timely and efficient manner.
3. Share responsibility for accessioning and processing of all new material, ensuring a steady throughput is maintained, that urgent items are dealt with as a priority and that backlogs do not arise.
4. Assist users with basic IT or equipment problems e.g. photocopiers and binding machines, referring the problem onto another member of staff or department if necessary and communicating the problem to the rest of the Library team, to ensure the problem is communicated appropriately and dealt with effectively.
5. Provide relevant photocopies/scans of resources as required and report them under the relevant licence terms of use, providing valuable content to users.
6. Ensure that Library regulations are adhered to in day-to-day interactions with users, contributing to a transparent and effective Library service.
7. Shelving and shelf tidying to ensure Library materials are returned to the shelves in a timely and accurate manner, enabling users to find the material they need.
8. Repair Library stock or identify where items need replacing, making the most of key resources.
9. To maintain off-air recordings in digital format and update records for College performances via the RNCM's media management programme.
10. As a member of the Library Assistant team, supervise student shelper carrying out shelf-tidying, repairs and other general duties as required.
11. Accurately record relevant statistics to enable accurate evaluation of Library usage and procedures.
12. Contribute to Library staff meetings, assisting with the development of the service and a good level of communication across the Library team.
13. To assist/cover for other members of Library Staff as required.

14. Other library assistant duties as may be required by the Head of Library Services.

Additional Information

Safeguarding

The Royal Northern College of Music is committed to safeguarding and promoting the welfare of children and vulnerable adults. All staff working with these groups are expected to share a commitment to this. You will be expected to report promptly any concerns relating to the safeguarding of children and / or vulnerable adults in accordance with agreed Child Protection Policy and 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
Experience		
Previous experience of working in a Library or similar customer-service environment	E	Application Form/Interview
Previous experience of working in a music Library	D	
Skills		
Good customer service skills, including assertiveness skills	E	Application Form/Interview
The ability to exercise good judgement and discretion when dealing with individual users	E	
Good organisational skills, with a high level of accuracy and a methodical approach to routine tasks	E	
The ability to prioritise a busy workload and work effectively under pressure	E	
Good IT skills, including facility with all MS Office programs and the ability to troubleshoot basic IT problems	E	
Ability to work within a small team	E	
Knowledge		
An excellent knowledge of classical music, including fluency in reading music	E	Application Form/Interview
An awareness of key legislations relating to the role, e.g. copyright	D	
Some comprehension of the major European languages (French, German, Italian) particularly in relation to musical terms	D	
Qualifications		
'A' levels / equivalent qualifications or higher	E	Application Form
Formal qualification in music	D	

Summary of Terms and Conditions	
Salary	£23,742 to £25,804 per annum (£11,396 to £12,386 per annum pro-rata salary, pending pay review)
Hours of Work	Term-time only, 0.6 FTE. (21 hours per week, 35 weeks of the year). Hours of attendance will normally be worked across three days, 09:00am – 5:00pm, and one evening shift, 11:00 – 7:00pm. The likely working days would be Monday - Wednesday. Actual working days to be discussed with the successful candidate. Saturday mornings during term-time, 9.00am - 1.00pm, on an agreed rota basis (normally 1 week in 8) and for which time off in lieu is granted.
Annual Leave	25 days per year, increasing to 30 days after 5 years' service. In addition, a minimum of 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: Sarah d'Ardenne, Head of Library Services

Date of issue: August 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@ncm.ac.uk.



The Department

Our Library has very knowledgeable, well-qualified staff with a wide range of musical expertise. It houses a large stock of materials to support learning, teaching, research and performance. These include: books, journals, printed music, performance sets, audio-visual materials and online resources (e-books, journals, databases, audiovisual streaming services). The RNCM's Collection of Historic Musical Instruments (CHMI) is a uniquely curated museum spanning nearly 500 years of global music making. The RNCM Archive is a bespoke heritage collection, evidencing the work, people, places and performances of the RNCM and its predecessors. Both are open for staff and students to access for research, teaching, creative practice and other purposes.

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.