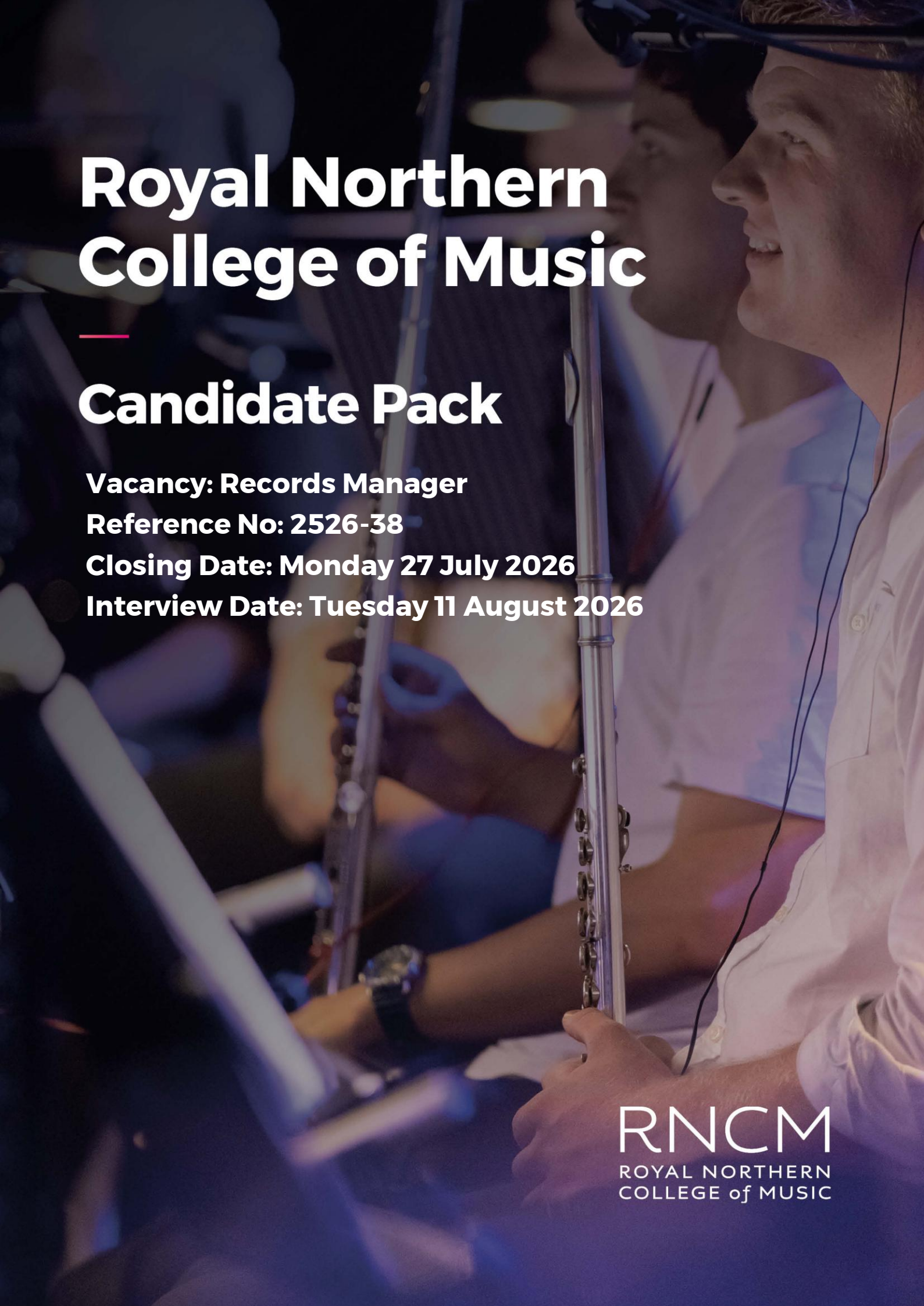




Royal Northern College of Music

Candidate Pack

Vacancy: Records Manager

Reference No: 2526-38

Closing Date: Monday 27 July 2026

Interview Date: Tuesday 11 August 2026

RNCM
ROYAL NORTHERN
COLLEGE of MUSIC

Job Description

Job title: Records Manager (Fixed-Term 8 months)

Department: Library

Responsible to: Head of Library Services

Overall Purpose of the Job

The Records Manager will lead and deliver a fixed-term records management project focused on the review, appraisal, retention, disposal, reorganisation and transfer of the College's paper records. The postholder will ensure that records are managed in accordance with relevant legislation, organisational policies, and approved retention schedules, maintaining accurate records of all activities undertaken throughout the project. The role will support the rationalisation of existing storage arrangements, coordinate the transfer of records to appropriate new storage locations, and, where possible, identify opportunities for the selective digitisation of records to improve accessibility and optimise storage capacity.

Key Responsibilities, Accountabilities or Duties

- Review, appraise, organise and manage paper records in accordance with established records management policies, retention schedules and relevant legislation.
- Identify records suitable for retention, disposal, transfer, or permanent preservation and ensure appropriate actions are taken.
- Maintain accurate and comprehensive records inventories, disposal logs and project documentation.
- Ensure compliance with data protection requirements and the secure handling of confidential and sensitive information.
- Rationalise storage arrangements and contribute to the efficient use of records storage facilities.
- Coordinate the transfer of records between storage locations, working closely with Estates and Portering staff as required.
- Liaise regularly with the Head of Library Services and the Archivist regarding project progress, retention decisions and records management issues.

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.

Real Living Wage Employer

The RNCM is committed to paying the real living wage rate of pay for all employees and casual workers and strive to provide an efficient and professional recruitment and selection service, incorporating appropriate levels of support to prospective employees.

Person Specification

Criteria	Essential (E) / Desirable (D)	Method of Assessment
Experience		
Experience of reviewing, organising and maintaining records and information systems	E	Application Form/Interview
Experience of records management, archives, or a similar administrative environment	D	
Skills		
Excellent organisational and time management skills	E	Application Form/Interview
High attention to detail and strong problem-solving skills	E	
Ability to work independently and exercise sound judgement within established procedures	E	
Ability to maintain accurate records and documentation	E	
Good IT skills including Microsoft Office applications	E	
Knowledge		
Understanding of records retention and disposal processes	E	Application Form/Interview
Understanding of confidentiality requirements and secure information handling	D	
Qualifications		
Educated to A-Level standard or equivalent relevant experience	D	Application Form/Interview
Other requirements		
Ability to undertake physical aspects of the role, including handling and moving records and working in storage environments	E	
Commitment to maintaining high standards of accuracy,		

confidentiality and professional conduct	D	
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Summary of Terms and Conditions	
Salary	Grade 3, currently £24,479 to £25,804 per annum (subject to HERA) (pay review pending)
Hours of Work	35 hours per week, (e.g. Monday – Friday, 9am – 5pm but may vary from time to time. Flexibility in working hours will be expected.) Fixed term of 8 months.
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: Sarah d'Ardenne, Head of Library Services

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.



The Department

Our Library has very knowledgeable, well-qualified staff with a wide range of academic and musical expertise. It houses a large stock of physical materials supporting learning, teaching, research and performance. It provides access to a wide variety of online resources, and assistance with information retrieval. The Library maintains a number of licenses eg. CLA, ERA and HEPML, and provides support and guidance to staff and students regarding copyright legislation. 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. Further information is available via the Research-Resources page.

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.