

# JUNIOR DEPARTMENT ADMINISTRATIVE COORDINATOR

RCM Junior Department

Grade 5, Full time, Permanent

Job reference number: 700-25



## Applicant Information Pack

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### Closing date

9am Monday 27 January 2025

Late or incomplete applications will not  
be submitted to the Shortlisting Panel

### Interview date

Tuesday 4 and Wednesday 5 February 2025

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## Job Description

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<b>Job title</b>	Junior Department Administrative Co-ordinator
<b>Department</b>	Junior Department
<b>Grade</b>	5
<b>Hours of work</b>	Full Time (1FTE)
<b>Contract type</b>	Permanent
<b>Responsible to</b>	Head of Junior Programmes & RCMJD Operations Manager
<b>Responsible for</b>	n/a
<b>Liaises with</b>	<b>Internal</b> RCMJD and Sparks administrative teams, RCMJD teaching staff, students and parents, RCM professorial staff <b>External</b> RCMJD Donors, Directors of Music from feeder schools
<b>Job overview</b>	To provide general administrative support for the Junior Department as required by the Head of Junior Programmes and RCMJD Operations Manager.

### Overview

This role would be ideal for someone with a positive and engaging personality, but also a keen eye for accuracy and detail, and an ability to manage a wide variety of tasks, quite often simultaneously.

### Key Responsibilities

These include:

- Being first point of contact for students, parents, teachers, other RCM staff and general enquirers, both in person in the JD office and by telephone/email, and providing advice and help where appropriate
- Producing and disseminating information relating to assessments, auditions and student reports, in collaboration with JD Operations Manager
- Processing and monitoring applications to the RCMJD
- Producing and distributing termly mailings including concert invitations; liaison with the RCM Box Office regarding concert tickets and co-ordination of any VIP requirements
- Maintaining accurate student and alumni records
- Maintenance and updating of accurate development data, collation and presentation of statistics, and other information as required in collaboration with other members of the RCMJD team
- Structuring, copywriting and updating of published media including website, prospectus, newsletters and the annual calendar providing specific support for the RCMJD's marketing and communications operations
- Dealing with mail, forwarding, logging and responding as appropriate
- Assisting the Head of Junior Programmes with diary and meeting arrangements, and minuting meetings as required
- Co-ordination of prospective student Visit Days
- Assisting with the Saturday operation as necessary

- Obtaining and maintaining appropriate personal First Aid, Health & Safety and CRB DBS Enhanced Disclosure certificates, and attending other training as required
- Taking responsibility for the administration and coordination of deputy teacher bookings, in consultation with JD teachers and the JD Operations Manager, playing a key role in the dissemination of information regarding deputy teacher arrangements to all parties involved
- Taking the lead on all accounting and financial administration of JD deputy teacher bookings, preparing payroll information for the JD Operations Manager
- Taking responsibility for the JD deputy list in consultation with HR and the Head of Junior Programmes, regularly updating the list and ensuring all DBS clearances are current/up to date
- Maintaining JD Level 1 safeguarding teacher training records, obtaining training licences, and sending instructions regarding online training as necessary
- Ordering office supplies
- Carrying out other such duties as the Head of Junior Programmes and RCMJD Operations Manager might reasonably require, consistent with the grade of the post and contributing to the tasks undertaken by the JD team as appropriate

## Special Factors

The RCMJD working week is **Tuesday to Saturday** during term-time and Monday to Friday out of term-time. The post holder will be expected to work between 9am and 5pm mid-week and **8am to 6pm every Saturday**.

## Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training fit each of the criteria below.

Criteria	Description	Essential/ Desirable	How Criteria Are Tested
<b>Qualifications</b>	Educated to degree level, ideally in music	Essential	AF
<b>Experience</b>	Experience of working as part of a team	Essential	AF
	Experience of working in a busy office environment	Desirable	AF
	Experience of electronic and paper-based database record-keeping	Desirable	ST, INT
	Experience of working with the general public	Desirable	AF
<b>Knowledge/ Skills</b>	High level IT skills, including use of Microsoft Office tools, specifically Excel and Word.	Essential	ST, INT
	Excellent interpersonal skills with the ability to communicate with ease both orally and in writing to a range of audiences	Essential	ST, INT
	Capable of being administratively self-supporting and accustomed to exercising initiative	Essential	ST, INT
	Strong numeracy skills	Essential	ST, INT
	Ability to plan tasks, achieve deadlines and prioritise effectively, work under pressure and be able to deal with demanding individuals and situations where necessary	Essential	ST, INT

	A methodical and flexible approach, common sense and ability to work on own initiative, sometimes with confidential material	Essential	ST, INT
	Knowledge of music and music education and knowledge of post-18 options in music education	Desirable	ST, INT
	Experience of creating promotional materials	Desirable	ST, INT
<b>Personal Attributes</b>	Well-developed interpersonal and team-working skills.	Essential	INT
	Committed to Continuing Professional Development (CPD)	Essential	INT
	A commitment to recognising, valuing and celebrating diversity and to proactively advancing equality and inclusive practice in all areas of College life	Essential	AF, INT

AF = Application Form INT = Interview

The duties and responsibilities assigned to the post may be amended by the Head of Junior Programmes within the scope and level of the post.

## Terms & Conditions

<b>Availability</b>	The post is available from February 2025													
<b>Contract type</b>	Permanent													
<b>Hours of work</b>	<p>This role is offered on a full time (1FTE) basis.</p> <p>Full time hours at the RCM are 35 hours per week and normal office working hours are 9.00am-5.00pm (with a one-hour lunch break).</p> <p>During RCMJD term-time the normal working days for this post will be <b>Tuesday to Saturday</b>. Out of term-time the normal working days will be Monday to Friday. The post holder must be available to work on site from 8.00am to 6.00pm on term-time Saturdays.</p> <p>The post holder may work remotely from home on two days per week.</p>													
<b>Salary</b>	<p>RCM Pay Scale Grade 5, incremental points 16 – 20:</p> <table border="1"> <thead> <tr> <th>Spine points</th> <th>Full-time salary*</th> </tr> </thead> <tbody> <tr> <td>16</td> <td>£30,465</td> </tr> <tr> <td>17</td> <td>£31,071</td> </tr> <tr> <td>18</td> <td>£31,784</td> </tr> <tr> <td>19</td> <td>£32,534</td> </tr> <tr> <td>20</td> <td>£33,350</td> </tr> </tbody> </table> <p>*inclusive of London Weighting allowance</p> <p>Appointments will normally be made to the first point of the grade, in accordance with the RCM Pay Policy. Staff are entitled to an annual increment each year on 1 August (dependent on 6 complete months' service) until they reach the top of the grade.</p>		Spine points	Full-time salary*	16	£30,465	17	£31,071	18	£31,784	19	£32,534	20	£33,350
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Payday is the 15<sup>th</sup> of each month or the last working day before this should the 15<sup>th</sup> fall on a weekend or bank holiday.

<b>Visas/ Right to Work in the UK</b>	<p>If you have time limited permission to work in the UK you must provide full details on your Application for Employment form.</p> <p>If you do not have permission to work in the UK but would be eligible to apply for a Visa you must state the applicable route on your Application for Employment form. We suggest you use the online tool provided by the government to explore your eligibility and options relating to Visas. <a href="#">Visa Checking Tool</a></p> <p>Some applicants including prospective professors, may wish to explore the Global Talent Visa route. Further information about endorsement for this visa can be found on the <a href="#">Arts Council</a> website.</p> <p>This is <b>not</b> a role for which the RCM will act as a sponsor for the Skilled Worker route.</p>
<b>Immigration Advisors</b>	<p>The HR department cannot act as immigration advisors however if you are an international student studying in the UK you can seek guidance from the <a href="#">UK Council for International Student Affairs (UKCISA)</a>. Alternatively the Office of the Immigration Services Commissioner (OISC) which regulates immigration advisers maintains a <a href="#">list of approved Immigration Advisors</a>.</p>
<b>DBS check</b>	<p>Any appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).</p>
<b>Probation</b>	<p>The post has a six month probationary period.</p>
<b>Notice period</b>	<p>The appointment will be subject to termination by not less than one month's notice. Notice during probation will be seven days' notice by either party.</p>
<b>Pension</b>	<p>The Universities Superannuation Scheme (USS) is available for all administrative staff. Full details of the scheme can be found on the USS website: <a href="http://www.uss.co.uk">www.uss.co.uk</a>. Arrangements exist for members to make additional voluntary contributions (AVCs).</p>
<b>Annual leave</b>	<p>Full time staff are entitled to 210 hours of holiday per annum, plus public holidays.</p> <p>The RCM is closed between Christmas and New Year each year, the three days in this week that are not bank holidays will come out of the postholder's annual leave allowance.</p>

## How to Apply

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<b>Closing date</b>	<p><b>9am Monday 27 January 2025</b></p> <p>Applications received after the stated closing date will not be considered.</p>
<b>Interview date</b>	<p><b>Tuesday 4 February and Wednesday 5 February 2025</b></p> <p>Shortlisted candidates will be notified in due course.</p> <p>We communicate interview dates in advance to ensure candidates have adequate notice to make arrangements. Regrettably we are unlikely to be able to accommodate alternative interview dates.</p>

<b>To apply</b>	<p>To apply, please submit the following documents available on the RCM jobs page</p> <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Equal Opportunities Form</li> </ul> <p>The above documents should be sent to <a href="mailto:recruitment@rcm.ac.uk">recruitment@rcm.ac.uk</a> by the stated closing date.</p> <p>We encourage applications by email however if you wish to post your application you must ensure this reaches us by the closing date.</p> <p>Late Application Forms, incomplete Application Forms, Application Forms submitted in a format other than Word or PDF and CVs without an Application Form will not be accepted.</p>
<b>Alternative formats</b>	<p>If you need to receive our recruitment documentation in a different format, such as large print or are not able to submit an application electronically, then please contact us to discuss your requirements.</p>
<b>Interview process</b>	<p>Interviews will take the form of a panel interview, normally comprised of three staff members however more senior positions may have larger panels. Details of the interview panel will ordinarily be included in the interview invitation. We will be happy to make any reasonable accommodations as part of this process.</p> <p>As part of the interview format you may be invited to take a brief tour of our facilities, details will be included in your interview invitation and we will be happy to accommodate accessibility requirements.</p> <p>A test or presentation may form part of the interview process and details will be provided in the interview invitation. We will be happy to make any reasonable accommodations as part of this process.</p>

## Staff Benefits

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<b>Travel</b>	<p>Interest free season ticket loans are available to cover the cost of a 12 month season ticket between a member of staff's residence and the RCM. The loan will be repayable by deduction from salary over a period of 12 months or on leaving the employment of the RCM, if earlier.</p> <p>We also offer a tax-free bicycle loan under a similar repayment scheme.</p>
<b>Events</b>	<p>There is a range of concerts taking place at the RCM throughout the weeks, staff are entitled to one free ticket per charged concert (excluding Opera and non-RCM promotions), and unlimited tickets for non-charged concerts.</p>
<b>Eye tests &amp; hearing tests</b>	<p>The RCM will cover the cost of an annual standard eyesight test (normally up to £25) and contribute £50 towards the cost of glasses, provided that they are for use with VDUs. We will also cover the cost of hearing tests.</p>
<b>Employee Assistance Programme</b>	<p>All RCM staff can get free and confidential advice from Confidential Care (CiC). The service is open 24 hours per day, 365 days per year, by telephone or via the web.</p>
<b>Professional Development</b>	<p>The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.</p>

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## About Us

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### The College

Opened in 1883 by the then Prince of Wales, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 900 students from more than 60 countries studying at undergraduate, masters or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and animators. The RCM was ranked as the global top institution for both Music and Performing Arts in the 2024 QS World University Rankings by Subject. The College has held this world-leading place in Performing Arts for the three successive years, while Music is a new subject introduced to the rankings this year.

### Staff

The RCM has over 250 members of professorial (teaching) staff and over 100 teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over one hundred administrative staff.

### Location

The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.

### Junior Department

The Royal College of Music Junior Department (RCMJJD) is a specialist term-time only Saturday school offering advanced training to musicians between the ages of 8 and 18. Students combine studying at RCMJD with their general education at their chosen week-day school. Students come together at the RCM London each Saturday for a tailor-made programme of individual instrument/voice/composition lessons, chamber music, orchestral and choral training, and general musicianship. Our staff are professional performers/composers as well as teachers and offer the highest standards of tuition and coaching. Most RCMJD students continue their musical studies at the RCM or other major conservatoires/universities.

More information about the RCMJD is available to the [RCM website](#).

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The Royal College of Music is an Equal Opportunities employer.

Miranda Francis  
Head of Junior Programmes  
January 2025

