

# REGISTRY ADMINISTRATOR (DOCTORAL & MUSIC EDUCATION PROGRAMMES) (MATERNITY COVER) REGISTRY



Grade 7, Full time, Fixed-term contract

Job reference number: 110-25

## Applicant Information Pack

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### Closing date

9am Friday 9 January 2026

### Interview date

Thursday 22 January 2026

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

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## Job Description

<b>Job Title</b>	Registry Administrator (Doctoral & Music Education Programmes) (Maternity Cover)
<b>Department</b>	Registry
<b>Grade</b>	7
<b>Hours of Work</b>	Full-time (1 FTE), Part-time (0.8 FTE) may be considered
<b>Contract Type</b>	Fixed term – 11 months from 1 February 2026
<b>Responsible to</b>	Academic Registrar
<b>Responsible for</b>	N/a
<b>Liaises with</b>	<p><b>Internal</b> Registry team; Head of Postgraduate Taught Programmes, Area Leader in Music Education, Head of Research, Head of Doctoral Programmes, and Heads of Faculty; Directorate; Academic staff and professors; Performance &amp; Programming and Faculties Administration staff; Facilities and Estates staff; Finance staff; Digital Learning Team</p> <p><b>External</b> External service providers (e.g., Canvas or Thesis support personnel); External Examiners; External doctoral supervisors; External placement providers; Nanyang Academy of Fine Arts; Global Conservatoires network; Rambert School of Ballet &amp; Contemporary Dance</p>

## Overall Job Purpose

The Registry aims to provide a high quality, efficient service in the administration and management of the Royal College of Music's undergraduate and postgraduate programmes. The Registry Administrator (Doctoral & Music Education Programmes) works with the Registry Administrator (Undergraduate Programmes), Registry Administrator (Taught Postgraduate Programmes) and Registry Administrator (Examinations) to form the Programmes Team within the Registry. As principal points of contact for students, they are responsible for managing all aspects of programme administration and support for students through the student life cycle.

The work of the Administrator for the Doctoral & Music Education Programmes includes administration of Doctoral student admissions, administration of Doctoral students studying for Research Degrees, Doctoral scholarships, committee servicing responsibility for the Research Degrees Committee. They are responsible for administration of the MMusEd Teaching Musician programme, including arrangements for teaching placements, providing support to the lead academics for the programme and working with the Registry Administrator (Taught Postgraduate Programmes) in relation to assessments and quality assurance.

They also provide administrative support to the RCM's collaborative programmes with the Nanyang Academy of Fine Arts, Singapore, the Global Conservatoire network and Rambert School of Ballet & Contemporary Dance. The Registry Administrators act on their own initiative and liaise directly with the Programmes Operations & Quality Assurance Manager, Academic Registrar and relevant programme leaders, Head of Research and Heads of Faculty in the discharge of many of their duties.

## Main Duties & Responsibilities

These include:

### Admission of Doctoral students

- Administration of the admissions process for Doctoral students, including providing administrative support to the Head of Doctoral Programmes and supervisors with checking applications, shortlisting, scheduling of entrance interviews (usually via Microsoft Teams), arranging panels and engaging panellists, making additional arrangements for students with disabilities or access requirements
- Preparing required paperwork for interviews, arranging payment and other associated administration
- Monitoring the Research Degrees enquiries inbox in conjunction with the Head of Doctoral Programmes and handling applicant enquiries
- Drafting and issuing communications about offers of places and rejections
- Liaising with the Registry Admissions Team to ensure offer holders submit documentation to meet their offer conditions
- Recording Doctoral student admissions on the student information system
- Administration of the RCM's Doctoral Bursary and Scholarship scheme and London Arts & Humanities Partnership scholarship scheme, including support for the Head of Doctoral Programmes in managing the budget, allocating funding, communications with students in relation to financial awards.

### Preparation for the academic year

- Revision and publication of Doctoral and MMusEd Teaching Musician programme handbooks, regulations and module specifications (in conjunction with Head of Postgraduate Taught Programmes, Area Leader for Music Education, Doctoral Programmes Coordinator, and Head of Research), and provision of advice on procedures and regulations
- To timetable the academic/contextual classes for the MMusEd and research degree programme via the Asimut scheduling system
- To support the process of student registration and induction activities
- In conjunction with the Registry Administrator (Postgraduate Programmes), administration of MMusEd students' module options and supporting module leaders when needed

### Data management

- Maintenance of data on the student information system (currently Thesis QIs, formerly known as Unit4/Agresso QIs) and associated spreadsheets and databases
- To maintain efficient administrative and technological systems to track and manage Doctoral student supervisions and monitor student progress

### Administration of Doctoral Programme

- Administration of Doctoral student supervisory arrangements, including maintaining up-to-date records of allocation of supervisory hours and arrangements for payment of supervisors
- To monitor progress of Doctoral students, sending reminders and alerts as needed
- Arrangement of Annual Progression Review meetings, preparing documentation, arranging payment and other associated administration
- Arrangement of Doctoral student final DMus and PhD viva voce examinations, which includes scheduling, arranging panels and engaging panellists, preparing required paperwork for each examination, arranging payment and other associated administration
- To make additional arrangements for the assessment and support of students with disabilities, access requirements or other health conditions
- To act as a first point of contact for the Doctoral External Examiners, including coordinating their visits, booking accommodation, processing payment etc.
- To act as contact point for external Doctoral supervisors

- Collation of monthly supervisor payroll timesheet
- Administration of Doctoral students' outcomes to determine eligibility to progress or graduate, and preparation of reports and documentation for consideration by the Research Degrees Committee
- To service the Research Degrees Committee, including agenda setting, paper collation and circulation, meeting arrangements, minute taking and any other duties associated with the administration of the committee
- Communication of assessment results to students, and staff as necessary
- To be familiar with and to refer students to the academic misconduct and academic appeals processes should they be necessary

### **MMusEd Administration & Teaching Placements**

- To provide administration for music education specialist modules and teaching placements for MMusEd students
- Communicate effectively and professionally with a wide range of external organisations to schedule and monitor student placements
- Process student and staff expenses claims related to placement activity
- In conjunction with the Registry Administrator (Postgraduate Programmes), oversee the assessment process for MMusEd specialist modules, recording marks achieved in examinations and assessments in the student information system
- To make additional arrangements for the assessment and support of students with disabilities, access requirements or other health conditions
- In conjunction with the Human Resources team, provide MMusEd offer holders with information on how to apply for Enhanced DBS checks and monitor to ensure all students receive clearance before the start of their course
- Where required, to submit reports to the Home Office on the details of work placements for Student Visa holders via the Sponsor Management System and ensure attendance on placements is monitored in line with the RCM's duties as a sponsoring institution, in conjunction with the Deputy Academic Registrar and International Students Officer
- Provide administrative support for programme validation and periodic reviews

### **Support for Taught Programmes**

- Where necessary, to provide support to the Registry Administrators in the recording of marks achieved in practical examinations and assessments in the student information system
- To support the Registry Administrators in preparation for the Undergraduate and Taught Postgraduate Board of Examiners, including MMusEd Teaching Musician programme
- To assist with general quality assurance checks on assessment outcomes

### **Administration of Collaborative Programmes (NAFA, Global Conservatoire, Rambert School)**

- In conjunction with the Academic Registrar, to provide administration for the RCM's collaborative programmes with the Nanang Academy of Fine Arts, Singapore, including processing of admissions and enrolment of students, recording of assessment outcomes, servicing the RCM/NAFA Board of Examiners and assisting with arrangements for the International Placement
- To provide administration for the RCM's involvement in the collaborative 'Global Conservatoire' initiative, acting as part of the GC administration group, sharing information with the GC administration network, facilitating enrolment and marks exchange and the assessment process
- To provide administration for the RCM's validation of qualifications provided by the Rambert School of Ballet & Contemporary Dance.

### **General**

- To act as a first point of contact for Doctoral and MMusEd students, providing advice and guidance on a range of aspects of their programme including regulations, progression, supervision/placement arrangements etc.
- To be mindful of students who may need additional support or who have additional learning needs, referring to academic pastoral colleagues or Student Services colleagues as appropriate

- To engage with other Registry colleagues in their work in support of the range of academic programmes, with reference to their line managers. This includes involvement in Induction Week, Admissions offer processing and Graduation
- With other Registry colleagues, to provide advice and help to professors, other staff and students, in person in the Registry or by telephone, email etc.
- To be team leader from time to time for new projects or areas, as allocated in discussion with the Academic Registrar
- To carry out other such duties as the Academic Registrar and/or Deputy Director might reasonably require, consistent with the grade of the post and to contribute to the tasks undertaken by the Registry team as appropriate

## Person Specification

Applicants should demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.

Criteria	Description	Essential/ Desirable	How Criteria Are Tested
<b>Qualifications</b>	Educated to first degree standard or equivalent professional experience	Essential	AF
<b>Experience, Skills &amp; Knowledge</b>	Experience of working in a UK Higher Education Institution	Essential	AF
	Experience of working in academic programmes administration	Essential	AF
	Experience of prioritising and ability to balance a diverse workload while working with precision	Essential	AF
	Experience of being administratively self-sufficient, accustomed to exercising initiative and resolving problems quickly and calmly	Essential	AF, INT
	Experience of understanding complex regulations and giving advice to students about them	Essential	AF, INT
	Experience of customer service with resilience in dealing with demanding individuals	Essential	AF, INT
	Excellent IT skills; experience of using databases and MS Office applications	Essential	AF, INT
	Advanced MS Office skills, especially Word, Excel	Essential	AF, INT
	Familiar with MS PowerBI suite including PowerApps	Desirable	AF, INT
	Experience of Thesis QL (formerly known as Unit4) or other student records systems	Desirable	AF, INT
	Experience of committee servicing	Desirable	AF
	Awareness of and sensitivity to cultural diversity	Desirable	AF
	Practical knowledge of western classical music	Desirable	AF
	Experience of deputising for a line-manager or colleague	Desirable	AF, INT
<b>Personal Attributes</b>	Proven organisational and time-keeping skills	Essential	AF, INT
	A high level of numeracy	Essential	AF, INT

Ability to communicate complex information clearly, both verbally and in written format	Essential	AF, INT, ST
High level of accuracy and an eye for detail	Essential	AF, INT
Commitment to working as part of a team	Essential	AF, 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 ST = Selection Test

The duties and responsibilities assigned to the post may be amended by the Deputy Academic Registrar within the scope and level of the post.

## Terms & Conditions

<b>Availability</b>	<p>The post is available from February 2026 and the postholder should ideally be available to start at this time.</p> <p>The appointed postholder may be asked to attend for a handover session prior to formal commencement, if possible.</p>												
<b>Contract type</b>	Fixed term for 11 months from February 2026; part-time (0.8 FTE) may be considered.												
<b>Hours of work</b>	<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), Monday to Friday.</p> <p>The RCM Registry operates a hybrid working policy, but all team members are expected to attend College regularly (typically at least three days per week for full time staff) and be on site for key College events and operational periods, including but not limited to: Induction Week, Boards of Examiners meetings, examination and audition results and data processing periods, annual Open Day, Graduation.</p> <p>Some additional working hours may also be required of the postholder to support key activities during peak periods, notably enrolment (mid-September) and examinations/Graduation (June-early July), with time off in lieu during quieter periods.</p>												
<b>Salary</b>	<p>RCM Pay Scale Grade 7, incremental points 26-30:</p> <table> <tr> <td>Spine points</td><td>Full-time salary*</td></tr> <tr> <td>26</td><td>£39,608</td></tr> <tr> <td>27</td><td>£40,649</td></tr> <tr> <td>28</td><td>£41,727</td></tr> <tr> <td>29</td><td>£42,834</td></tr> <tr> <td>30</td><td>£43,975</td></tr> </table> <p>*inclusive of London Weighting allowance  **if a part-time post, the postholder will receive a proportion of the full-time salary</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*	26	£39,608	27	£40,649	28	£41,727	29	£42,834	30	£43,975
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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 <u>not</u> 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>Not applicable for this post.</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 three months' 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. Part time staff will receive a pro rata entitlement for annual leave.</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>

## Staff Benefits

<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>A range of concerts takes 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</p>

non-charged concerts.

<b>Eye tests &amp; hearing tests</b>	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.
<b>Employee Assistance Programme</b>	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.
<b>Professional Development</b>	The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.

## About Us

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<b>The College</b>	Founded in 1882, 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 800 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 animateurs. The RCM was named global number 1 for Performing Arts for a third consecutive year in the 2024 QS World University Rankings.
<b>Staff</b>	The RCM has over two hundred members of professorial (teaching) staff and over one hundred 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.
<b>Location</b>	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.
<b>Department</b>	Led by the Academic Registrar, the Registry deals with all aspects of admissions and student administration for the RCM's undergraduate, taught postgraduate and doctoral programmes: from enquiries, application, audition and enrolment to assessment, progression and graduation. As well as all aspects of programme administration, the Registry manages the College's online practice room booking system, and provides support to students seeking advice on a wide range of subjects, including international student support.



## How to Apply

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<b>Closing date</b>	<b>9am Friday 9 January 2026</b>  Applications received after the stated closing date will not be considered.
<b>Interview date</b>	<b>Thursday 22 January 2026</b>  Shortlisted candidates will be notified in due course.  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.
<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>Please ensure that you include the Job Reference Number and state clearly the title of the post for which you are applying. CVs without an application form cannot be accepted.</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>	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.
<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>

The Royal College of Music is an Equal Opportunities employer.

Elly Taylor  
Academic Registrar  
December 2025

