

ASSISTANT TO THE DEPUTY DIRECTOR, DIRECTOR OF FINANCE & TECHNOLOGY, AND DIRECTOR OF ESTATES

Directorate

Grade 5, Full-time, Permanent

Job reference number: 101-26



Applicant Information Pack

Closing date

9am Friday 23 January 2026

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

Interview date

Friday 6 February 2026

Contents

- Job Description
- Person Specification
- Terms & Conditions
- Staff Benefits
- About Us
- How to Apply

Job Description

Job title	Assistant to the Deputy Director, Director of Finance & Technology, and Director of Estates
Department	Directorate Office
Grade	5
Hours of work	Full Time (1FTE)
Contract type	Permanent
Responsible to	Executive Assistant to the Director & Directorate Office Manager
Responsible for	n/a
Liaises with	Internal Directorate; Directorate Office; Finance team; Estates & Facilities team; Technology Teams; Professional Services Managers; Heads of Faculties and support departments; Student Union representatives; Caterers; Staff and student body. External Council and Committee members, consultants working with the Directorate, suppliers including catering managers, insurers, travel providers, and supporters, donors and friends of the RCM.
Job overview	This post provides support to the Deputy Director, who leads the College's operations including its international work; Director of Finance & Technology, who has responsibility for the RCM's finances and digital provision; and Director of Estates, who oversees the day-to-day management of the estate as well as major capital projects.

Key Responsibilities

- To provide effective administrative support to the Deputy Director, Director of Finance & Technology, and Director of Estates.
- To undertake projects on behalf of the Deputy Director, Director of Finance & Technology, and Director of Estates.
- To provide support to the Director's Executive Assistant in undertaking projects and other support to the wider Directorate.
- To play a key role in the smooth running of the Directorate Office as a member of the Directorate team, providing support generally, as required by the Director's Executive Assistant.

These include:

- Responsibility for providing comprehensive support to the Deputy Director, Director of Finance & Technology, and Director of Estates. This includes managing their electronic diaries, handling internal and external communications on their behalf, and ensuring timely responses to incoming correspondence. Duties involve prioritising and redirecting communications as appropriate, monitoring emails, preparing and distributing documents, arranging meetings, coordinating travel, and processing expenses.
- Providing support to the Deputy Director, Director of Finance & Technology, and Director of Estates in a range of projects. From time-to-time this will include taking a leading role on smaller projects.
- Preparing and distributing agendas and papers for meetings of committees and working groups, booking and arranging meeting rooms and catering, and minuting meetings as required.
- Providing support for the Deputy Director, Director of Finance & Technology, and Director of Estates as Secretary of Estates Committee, Digital Strategy Committee, Professional Services Committee, Health, Safety and Wellbeing Committee and the weekly Directorate meeting. Drafting, editing and reviewing papers for committees as required.

- Managing the Deputy Director, Director of Finance & Technology, and Director of Estates expenses budgets; administering invoices; monitoring all income and expenditure within these budgets, assisting with preparing reports and bids for future years.
- Assisting with complex travel arrangements for the Deputy Director, Director of Finance & Technology, and Director of Estates and monitoring College travel patterns as required, liaising with our travel agents as the main point of contact for the RCM.
- Administering the College's insurance arrangements, including organising the annual renewal process.
- Maintaining an accurate and up-to-date filing system for the Deputy Director, Director of Finance & Technology, and Director of Estates to include contracts, papers, bids, responses to external bodies, etc., and to access these quickly and efficiently.
- On behalf of the Director of Finance, to assist with the completion the annual Charity Commission submission.
- Assisting the Director of Finance with basic financial and procurement matters which may include tendering and simple numerical analysis.
- Providing administrative and organisational support to the Executive Assistant to the Director in undertaking projects and other support to the Director.

General

- Being a friendly first point of contact (together with other Directorate Office staff) for enquiries by students, professors, administrative staff and visitors; to deal with personal callers and telephone enquiries.
- Maintaining an accurate and up-to-date filing system, in line with the College's GDPR policy.
- Creating travel accounts for Colleagues using one of our two agents.
- Supporting the liaison between the Directorate Office and other RCM departments.
- Providing administrative assistance for the Directorate, as required by the Executive Assistant to the Director.
- Taking responsibility for Directorate Office record-keeping, in conjunction with Directorate Office colleagues.
- Assisting on some receptions and special events, in particular the high-profile events that in the past have included Royal guests, working occasional evenings and weekends as required. Dealing with administrative or general tasks as required, including the general upkeep and tidiness of the office and kitchen facilities and ensuring, in conjunction with other team members, that the office is always covered.

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
Qualifications	A Higher Education qualification or equivalent	Desirable	AF
Experience	Appropriate experience working as an assistant or administrator within an Executive-level environment (corporate or charity sector)	Essential	AF
	Proven experience in safeguarding sensitive and confidential information accordingly, with a core understanding of prioritisation.	Essential	AF
	Experience of servicing a variety of committees and an ability to take accurate and concise minutes of a wide variety of committees	Essential	AF

Skills/Knowledge	Successful experience of wider administrative tasks such as organisation of events	Essential	AF
	Experience of working within a Finance or Estates environment	Desirable	AF, INT
	Experience in the delivery of catering operations and an interest in hospitality	Desirable	AF, INT
	Project management experience	Desirable	AF, INT
	Confidence to deal with external contacts	Essential	AF, INT
	Ability to provide timely and effective organisational support to and deal with work for senior members of staff, taking an interest in, and acquiring appropriate knowledge of, their respective areas of responsibility	Essential	AF, INT
	Ability to plan tasks, achieve deadlines and prioritise effectively, coping successfully with working under pressure where necessary	Essential	AF, INT, ST
	Methodical and well-organised; common sense and ability to work on own initiative and with confidential and sensitive material	Essential	AF, INT
	Excellent ICT skills. Proficient in Word, Excel and PowerPoint with high accuracy, combined with good typing speeds. Experienced in electronic diary management and using the internet as a research tool	Essential	AF, INT, ST
Personal Attributes	High standard of literacy and numeracy and experience of managing budgets	Essential	AF, INT, ST
	Ability to work closely and supportively as a member of a team	Essential	AF, INT
	Enthusiasm and motivation; eagerness to learn new skills	Essential	AF, INT
	Interest in and knowledge of classical music and Higher Education	Desirable	AF

AF = Application Form INT = Interview ST = Selection Test

The duties and responsibilities assigned to the post may be amended by the Executive Assistant & Directorate Office Manager within the scope and level of the post.

Terms & Conditions

Availability	The post is immediately available and the postholder should ideally be available to start as early as possible.
Contract type	Permanent
Hours of work	<p>This role is offered on a full time (1FTE)</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), Monday to Friday.</p>
Salary	RCM Pay Scale Grade 5, incremental points 16 – 20:

Spine points	Full-time salary*
16	£31,379
17	£32,003
18	£32,738
19	£33,510
20	£34,350

*inclusive of London Weighting allowance

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.

Payday is the 15th of each month or the last working day before this should the 15th fall on a weekend or bank holiday.

Visas/ Right to Work in the UK

If you have time limited permission to work in the UK you must provide full details on your Application for Employment form.

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. [Visa Checking Tool](#)

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 [Arts Council](#) website.

This is not a role for which the RCM will act as a sponsor for the Skilled Worker route.

Immigration Advisors

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 [UK Council for International Student Affairs \(UKCISA\)](#). Alternatively the Office of the Immigration Services Commissioner (OISC) which regulates immigration advisers maintains a [list of approved Immigration Advisors](#).

DBS check

Not applicable for this post.

Probation

The post has a six-month probationary period.

Notice period

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.

Pension

The Universities Superannuation Scheme (USS) is available for all administrative staff. Full details of the scheme can be found on the USS website: [www.uss.co.uk](#). Arrangements exist for members to make additional voluntary contributions (AVCs).

Annual leave

Full time staff are entitled to 210 hours of holiday per annum, plus public holidays.

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.

How to Apply

Closing date	9am Friday 23 January 2026
Applications received after the stated closing date will not be considered.	
Interview date	Friday 6 February 2026
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.	
To apply	To apply, please submit the following documents available on the RCM jobs page <ul style="list-style-type: none">• Application Form• Equal Opportunities Form The above documents should be sent to recruitment@rcm.ac.uk by the stated closing date.
We encourage applications by email however if you wish to post your application you must ensure this reaches us by the closing date.	
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.	
Alternative formats	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.
Interview process	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. 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. 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.

Staff Benefits

Travel	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. We also offer a tax-free bicycle loan under a similar repayment scheme.
Events	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.

Eye tests & hearing tests	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.
Employee Assistance Programme	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.
Professional Development	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

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 animateurs. The RCM was ranked as the global top institution for both Music and Performing Arts in the 2025 QS World University Rankings by Subject. The College has held this world-leading place in Performing Arts for four successive years, while Music is a new subject introduced to the rankings in 2024.
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 100 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.
Department	The Directorate is the administrative hub of the RCM and provides essential support to the Royal College of Music's Directorate.

The Royal College of Music is an Equal Opportunities employer.

Sarah Mennell
Executive Assistant to the Director
January 2026

