

ASSISTANT LIBRARIAN

Library

Grade 7, Part time, Permanent

Job reference number: 100-26



Applicant Information Pack

Closing date

9am Monday 26 January 2026

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

Interview date

Thursday 5 February 2026

Contents

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

Job Description

Job title	Assistant Librarian
Department	Library
Grade	7
Hours of work	Part Time (0.9FTE/ 31.5 hours per week)
Contract type	Permanent
Responsible to	Librarian
Responsible for	No direct line management responsibilities
Liaises with	Internal Students; Professors; Administrative staff External Librarians; Cataloguers; Visiting and remote researchers and enquirers; Donors and potential donors
Job overview	The RCM Library supports students & staff in their studies. The main responsibilities of the Assistant Librarian include dealing with user requests (including work on the circulation and enquiry desk), cataloguing and stock work (in both the loan and special collections). The post holder is expected to deliver a high quality customer service as part of the wider library team and have experience of music literature and sheet music.

Main Duties & Responsibilities

These include:

- To support the provision of all library loan and reference services, including shifts on the library counter and answering enquiries from students, professors and researchers.
- Support collection development in accordance to college and library priorities, including reviewing gifts and adding material to the library catalogue.
- To have responsibility for and develop an agreed area of the library's loan collection.
- To have responsibility for the management of the library's e-resources and journal collections.
- To develop the library's on-line presence to promote the service and collections.
- To help support the development of the library's special collections, with special reference to the manuscript collections, archives and concert programmes.
- To catalogue library materials to agreed priorities and guidelines.
- To contribute to the library's cataloguing guidelines.
- To help with user education.
- To train and supervise student assistants and work experience placements.
- To help organise exhibitions and events to promote the library, including the Restore-A-Score reception.
- To represent the library at any relevant meetings.
- To keep abreast of developments in the music library field.

- To perform other library duties, within the scope of your grade, as requested by the Librarian.

Special Factors

- This post is 31.5 hours per week during library opening hours. During term time, the post holder will be required to work until 7pm at least once a week and some Saturdays in accordance with a shift timetable.
- This work is physically demanding and does involve heavy lifting.

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	Degree in Music or a related subject	Essential	AF
	Qualification in Library and Information Studies	Desirable	AF
Experience, Skills & Knowledge	Good knowledge of music, including repertoire, music editions, music history and literature	Essential	AF/INT
	Experience of working with antiquarian music, programmes or personal archives (including letters).	Desirable	AF/INT
	Computer literacy, including experience of library management systems and electronic resources	Essential	AF/INT
	Good knowledge of cataloguing practices and issues, including in-depth knowledge of RDA, MARC21 and LCSH.	Essential	AF/ST
	Experience of working in a library	Essential	AF
	Experience of working in a music library	Desirable	AF
	Knowledge of foreign languages, especially with respect to music	Desirable	AF
	Appreciation of the safety and security of the collections	Desirable	AF
Personal Attributes	Ability to work well and flexibly with other staff	Essential	AF/INT
	Accuracy and attention to detail	Essential	AF/INT
	High level of interpersonal skills, in particular, in balancing the encouragement and education of users with adherence to library guidelines and regulations.	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

The duties and responsibilities assigned to the post may be amended by the Librarian 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 part time 0.9 FTE basis (equivalent to 31.5 hours per week), to be worked during library opening hours.</p> <p>During term time the library is open 9.00am-7.00pm Monday to Thursday, 9.00am-5.30pm on Friday and 9.00am-2.00pm on Saturday. The post holder will be required to work until 7pm once a week and some Saturdays, in accordance with a shift timetable.</p>												
Salary	<p>RCM Pay Scale Grade 7, incremental points 26 – 30:</p> <table><thead><tr><th>Spine points</th><th>Full-time salary*</th></tr></thead><tbody><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></tbody></table> <p>*inclusive of London Weighting allowance **as this is 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> <p>Payday is the 15th of each month or the last working day before this should the 15th fall on a weekend or bank holiday.</p>	Spine points	Full-time salary*	26	£39,608	27	£40,649	28	£41,727	29	£42,834	30	£43,975
Spine points	Full-time salary*												
26	£39,608												
27	£40,649												
28	£41,727												
29	£42,834												
30	£43,975												
Visas/ Right to Work in the UK	<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. Visa Checking Tool</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 Arts Council website.</p> <p>This is not a role for which the RCM will act as a sponsor for the Skilled Worker route.</p>												
Immigration Advisors	<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 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.</p>												

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	<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>

How to Apply

Closing date	<p>9am Monday 26 January 2026</p> <p>Applications received after the stated closing date will not be considered.</p>
Interview date	<p>Thursday 5 February 2026</p> <p>The interview will be preceded by a tour of the library and a cataloguing test.</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>
To apply	<p>To apply, please submit the following documents available on the RCM jobs page</p> <ul style="list-style-type: none"> • Application Form • Equal Opportunities Form <p>The above documents should be sent to recruitment@rcm.ac.uk 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>
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	<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>
Events	<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>
Eye tests & hearing tests	<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>
Employee Assistance Programme	<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>
Professional Development	<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>

About Us

The College	<p>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.</p>
--------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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.

Department

The RCM Library is one of the foremost music libraries in the UK. Primarily a resource for members of the College, the library is also open to the public for reference. The library has extensive collections of sheet music, books, recorded music and electronic resources appropriate for the needs of students, staff and researchers. The library also holds internationally renowned collections of early printed music, manuscripts, archives and programme ephemera.

The Royal College of Music is an Equal Opportunities employer.

Peter Linnitt

Librarian

January 2026

