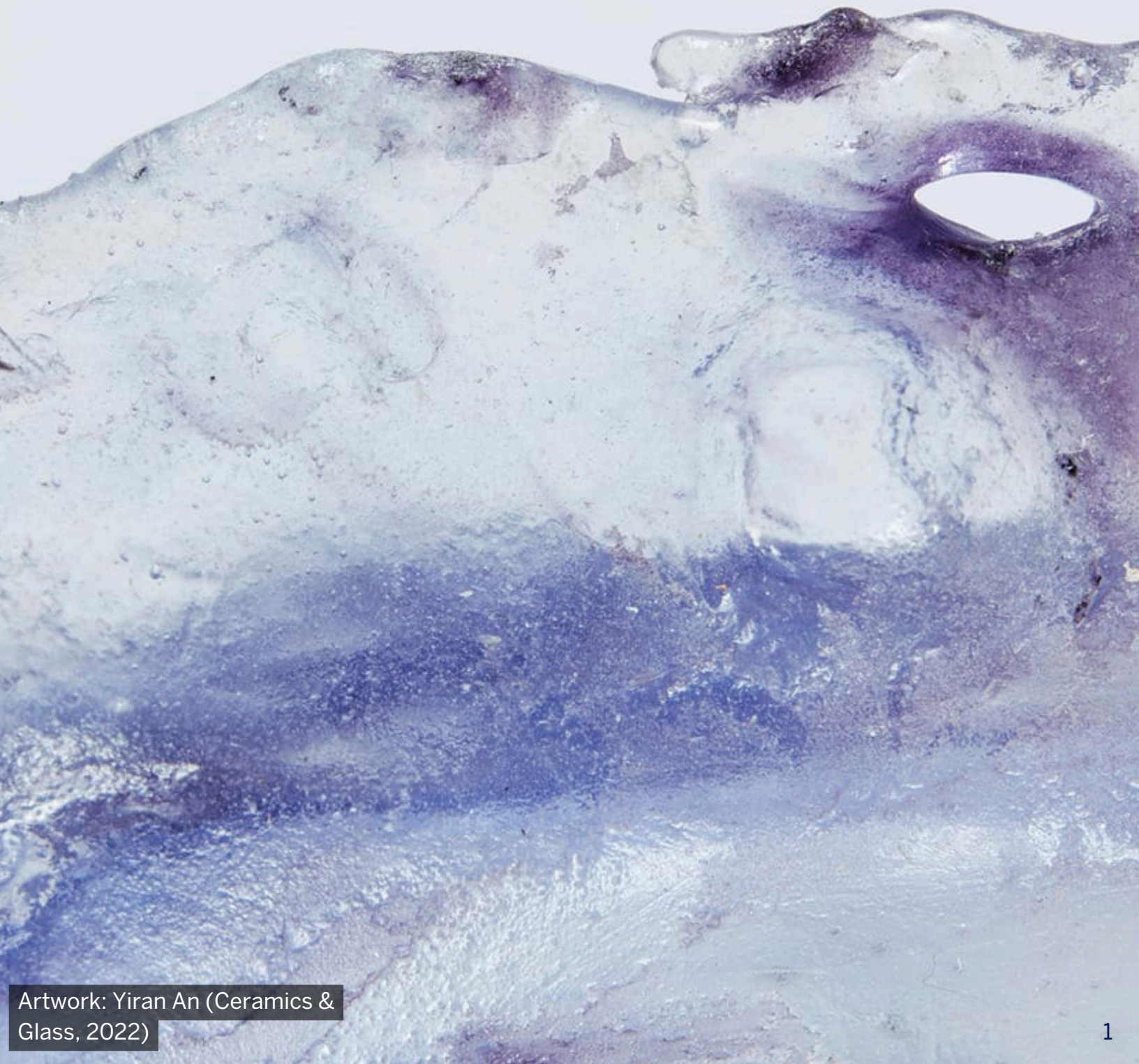


# RCA

# Administrator - School of Architecture July 2025



Artwork: Yiran An (Ceramics &  
Glass, 2022)



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Photo: Richard Haughton

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# WELCOME TO THE RCA



Photo: Iwan Baan

- Founded in 1837, the Royal College of Art is the world's largest community of postgraduate art and design students. It is also the oldest art and design university in continuous operation and has been ranked as the world's number one art and design university for a remarkable eleven consecutive years, according to the QS World University Rankings by Subject 2025 – the worldwide survey of academic and industry opinion.

The RCA is research-led and recognised in the UK-wide REF (Research Excellence Framework) as the UK's most research-intensive institution – with an increased proportion of the College's outputs classed as 'internationally excellent' and 'world-leading' in the most recent REF assessment of 2021.

Studying at the RCA is the starting point for the world's creative leaders. With more than 25,000 RCA alumni across the globe, the RCA's graduates form a unique international network of artists, designers, creators, and innovators. Every year, RCA alumni are recognised as leaders in their discipline, making national and international headlines for their work, which shapes the world we live in. Its graduate start-up incubator, InnovationRCA, is one of the most successful in the country with a high proportion of female start-up founders and a high 'survival' percentage after five years of trading.

More than 2,800 students are spread across four schools and research and academic departments, studying at Graduate Diploma, MA, MFA, MDes, MArch, MEd, MRes, MPhil and PhD levels. The College's mix of professionalism and creative freedom, together with its renowned academic community and rigorous academic framework provides the ecosystem in which students flourish and achieve their highest potential.





Photo: Richard Haughton

In addition, the RCA has a number of established and planned research centres: the Helen Hamlyn Centre for Design; the Material Science Research Centre (which includes the Materials Futures Research Group and the Textiles Circularity Centre); the Intelligent Mobility Design Centre, Computer Science Research Centre, and a future centre in Drawing. The RCA is also home to one of the UK's most successful university incubators, InnovationRCA.

The RCA espouses a hybrid approach, supporting 'traditional' making and technical skills in fine and applied art and design alongside the foundational sciences, engineering and technology which underpin designers' ability to solve today's global challenges. The RCA champions the value of interdisciplinary learning and was the first art and design university in the world to implement a STEAM (Science, Technology, Engineering, Art and Design and Mathematics) academic vision, with investment in new faculty posts in Materials Science; Computer Science and Robotics alongside art and design disciplines. By applying creative insights to evidence-based science, its staff, students, researchers and start-ups are addressing major global challenges such as rapid urbanisation and transport; loss of biodiversity; ageing populations; unsustainable consumption and production; and the rise of AI.

### Our Strategy

The RCA's strategic vision is to increase its influence on the world stage of globally ranked universities, punching significantly above its weight, and attracting, supporting and convening the world's most talented faculty, students, artists, designers and creative leaders.



# Our People



Photo: Richard Haughton

The role of Royal Visitor to the RCA was taken on by the former Prince of Wales – now His Majesty The King – in 2018. The announcement of HM The King's retained Patronage of the RCA marks the first anniversary of Their Majesties' Coronation. As part of the official Coronation Concert in May 2023, the Royal College of Art along with The Royal Ballet, The Royal Opera, the Royal Shakespeare Company, and the Royal College of Music came together for the first time ever to create a spectacular one-off performance, with a striking visual backdrop of specially-designed artworks contributed by students from the Royal College of Art.

The RCA's Chancellor is Sir Jony Ive, and the Pro-Chancellor and Chair of Council is Sir Peter Bazalgette. The RCA's President & Vice-Chancellor – the CEO of the institution – is Professor Christoph Lindner who joined the College in April 2024.

The RCA's academic faculty bring world-leading expertise and industry knowledge to the practice-based model of teaching. There is a core academic and research workforce of 196 FTE, supported by around 215 Associate Lecturers and a wide range of Guest Lecturers who bring 'live' industry experience into the taught curriculum – for example, Amin Taha of GrantOn design, whose work was twice shortlisted for the RIBA Stirling Prize, in 2017 and 2021, teaches in the School of Architecture; and Yao Yingjia, who is Vice President and Chief Designer at Lenovo teaches in the School of Design.

The RCA combines contemporary and industry-focused teaching perspectives. It also employs a team of 95 highly skilled technicians, many of whom themselves have postgraduate qualifications in their fields of specialism, which range from rapid prototyping and subtractive manufacturing to film and sound engineering, and from digital modelling to metal fabrication and jewellery making.

# Our Values



Photo: Shaun James

The RCA community operates in line with four agreed values:



**Curiosity**

We have a tenacious commitment to innovation and openness to change. We positively interrogate ideas, assumptions and plans and welcome the honest scrutiny that is alive in a learning community.



**Inclusion**

We celebrate diversity and embrace difference as a source of strength. We strive for an inclusive RCA community, removing barriers and challenging exclusionary and discriminatory practices.



**Collaboration**

We value what happens together and we help and support each other to achieve our collective goals. We work in partnership with our students, staff, alumni, institutions and communities across the globe to make a lasting difference.



**Integrity**

We are always willing to listen, we offer constructive feedback and we promote accountability, building relationships of mutual trust and respect. We are resilient in the face of challenges, pursuing outcomes with individual, cultural, societal and economic impact.



# School of Architecture



The School of Architecture is led by Dr Adrian Lahoud and provides a stimulating and vibrant cultural context for study in one of the world's leading cities for design and the creative industries. The distinctive College environment offers students the opportunity to realise live projects and to work alongside designers and fine artists in an intensive, postgraduate-only environment. Students are encouraged to extend their material, conceptual and technical skills – expanding the potential of their practice while forming a rich set of networks and creative partnerships able to sustain their future careers.

# Administrator



## Purpose of the post:

Support the delivery, coordination, organisation and administration of postgraduate programmes supporting the school general manager and academic staff in pursuit of excellent standards of postgraduate education and unrivalled student experience. The role will span all elements of administration across the student lifecycle, including work on planning and development, marketing, admissions, student induction, timetabling, student records, assessment and feedback and examination administration.





Photo: Richard Haughton

#### Main Duties and Responsibilities:

- Administer local aspects of admissions, student support, and student review and assessment processes for taught and research students.
- Daily email and face-to-face contact with a diverse range of students, staff and external contacts and be responsible for dealing with a range of queries.
- Play a key role in the running of processes for student recruitment and assessment and create and maintain student and financial records as well as providing occasional administrative support to committee, open evenings and other daytime and evenings events, like School's lecture series.
- Regularly review information created and managed by the programme to ensure adherence to standards around managing and protecting, sharing and reuse, in line with best practice in information security and data protection.
- Production, monitoring and checking key statistics.
- Clerking and minute-taking at meetings.
- Be responsible for meeting room configuration and set-up including ensuring AV equipment is working and setting up Zoom video/Skype calls and proactively liaising with IT where appropriate.
- Calendar management for student timetabling.





Photo: Richard Haughton

### Main Duties and Responsibilities (cont)

- Financial administration will include ordering stationery, supplies and equipment and processing orders.
- Proactively seek and suggest more effective administrative and communication systems.
- Administer the engagement and payment of Guest lecturers.
- Raise purchase orders and manage programme financial activities using Agresso, downloading transaction reports and reviewing expenditure.
- To provide all other necessary administrative support to programmes, including course handbook, MA, MPhil and PhD student records, publications, shows, travel, room bookings and local finance (transfers, expenses and petty cash) to ensure the smooth running of the programmes.
- To co-ordinate and maintain programme teaching timetables and make arrangements for tutorials, lectures, seminars and all teaching activities.
- To co-ordinate the admissions period including applications, portfolios and interviews.

The role of administrator will encompass one or more of the following school-wide responsibilities and activities:



## Main Duties and Responsibilities (cont)

### External Relations

- Cross-school administration relating to external relations including sponsorship, alumni, donations etc.
- Liaise with academic staff, students and industry to arrange projects, competition entries, exhibitions etc.
- Collate media coverage of events – press reports, cuttings of staff and students, maintaining info on student careers across school.
- Oversee arrangements for open days; assisting during open day events during the week, evenings and specific Saturdays.
- Liaise with the Development Office in regard to fundraising.
- Update and maintain schools pages on the Intranet and the RCA website inc staff research profiles and any microsites.

### Shows

- Oversee the running of the Work in Progress and Degree Shows, liaising with the Dean, Assistant Dean, School general manager, Head of programmes, Show Leads, C&M, Estates and the Development Office.

### Knowledge Exchange (Executive Education)

- Coordinate support on activities which relate to executive education, including summer courses and other extra-mural courses.
- Liaise with academic staff, students and customers to make arrangements for executive education courses.
- Make arrangements for teaching and student bookings on executive education courses.
- Keep a database of executive education customers and sessional teachers.
- Promote and advertise executive education offers.

### Knowledge Exchange (Staff Research)

- Provide admin and support to staff research activities.
- Support Dean on school research development.
- Liaise with the Research Office and academic staff in preparing bids and budgets for funded projects.
- Provide updates to the college research pipeline on behalf of the school.

## Main Duties and Responsibilities (cont)



### Curriculum Coordination

- To coordinate a range of validated and extracurricular MA activities including public lecture series, the school lecture series and school MA teaching group on campus and elsewhere.
- To liaise with academic staff, various RCA entities, donors, sponsors and foundations, overseeing all aspects of special academic projects.
- To oversee special project budgets under the guidance of the School General Manager
- To liaise with project partners and funding bodies.

### Academic

- Liaise with programmes to arrange entrance and final exams.
- Coordinate info for all programmes to report to ABCD.
- Prepare documents for school validation.
- Liaise with Registry.
- Liaise with Academic Support and Student Welfare on behalf of school.



# Person Specification

## Essential characteristics of the postholder:

- Educated to degree level or equivalent.
- Administrative experience of working in a busy customer focused environment with the ability to deal with a variety of student and education related issues with tact and sensitivity.
- High level of accuracy and attention to detail.
- Experience of maintaining databases, using Microsoft packages.
- Ability to manage and prioritise a heavy workload whilst retaining excellent customer service standards.
- Proactive problem solver, ability to navigate issues through the College channels.
- Naturally collaborative.
- Good level of digital literacy.
- Proficient in the use of productivity suites (email, calendar documents, spreadsheets, databases) such as Microsoft Office or Google for work.
- Good understanding of standards around managing, protecting and re-using information, including information security best practice and data protection principles.
- Experienced in the use of financial management software such as Agresso.
- Excellent communication skills with people at all levels.
- The ability to use initiative, multi-task and work as part of a team.
- Excellent organisational skills.

## Desirable characteristics of the postholder:

- Experience of working in higher education.
- Minute-taking skills
- Diary management skills, including electronic calendars.
- An interest and enthusiasm for contemporary art, design and culture.
- Experience of college systems and software – Financial (Agresso), HR/Payroll (iTrent), CRM system (Raiser's Edge) and student software/database.
- Experience of a relationship database, such as Raiser's Edge.
- Experience of using Mailchimp, creating copy, social media platforms.



Photo: Iwan Baan

# Pay & Benefits

## Additional Information:

- Responsible to: School General Manager
- Full time salary: Grade 6 - £38,186 - £42,953 per annum including London Allowance.
- 1FTE, 35 hours per week, fixed term until 31 July 2026.
- 27 days annual leave plus extended breaks at Christmas and Easter, at the discretion of the College. (30 days per annum from Oct 25 holiday year).
- A contributory defined benefit pension scheme and interest-free season ticket loan are available
- Location: Kensington/Hybrid (3 days on site)
- Department: School of Architecture



Photo: Philip Vale



### Pension

The Royal College of Art is a member of the Superannuation Arrangements of the University of London (SAUL) which is a contributory defined benefit pension scheme. The college will contribute a sum equal to 16% of your salary while you pay 6%.

### Holiday

27 days paid leave (30 from October 2025) a year plus bank and public holidays normally observed in England and Wales. In addition, the college is normally closed for six days a year, one day on either side of Easter and the remainder between Christmas and New Year. Part-time staff will be entitled to the pro rata equivalent.

### Season ticket loans

Interest-free loans are available for staff to purchase annual season tickets.

### Enhanced maternity and adoption pay

Qualifying employees are entitled to enhanced maternity/adoption pay: 26 weeks' full pay, 13 weeks Statutory Maternity/Adoption Pay. This compares to the statutory provision of 90% of average pay for 6 weeks followed by Statutory Maternity/Adoption Pay for 33 weeks.

### Enhanced paternity pay

Qualifying employees are entitled to six weeks' paternity leave entitlement at full pay.

### Enhanced sick pay

Occupational sick pay after three months' service is three months full pay/three months half pay.

### 24/7 confidential support

Staff and family members in their household have access to a free, external confidential support service for work, financial, legal, family and personal problems 24 hours a day, 365 days a year.

### Occupational health

Occupational Health support for the College is provided by Imperial College's occupational health service at their South Kensington Campus.

### Life Cover

Active members of the SAUL pension scheme automatically receive life cover. A lump sum of four times your salary together with a refund of your contributions and a 2/3 pension for your dependent/spouse is payable should you die whilst in employment.

### Library

All staff are welcome to join the college library.

### Events

All staff are welcome to attend exhibitions, lectures and private views held by academic schools and programmes.



## Equality, diversity and inclusion - Disability and neurodiversity

### Disability Confident

RCA is a Disability Confident Committed employer. You may recognise the logo from our job adverts.

Disability Confident is a government scheme designed to encourage employers to recruit, retain, and develop disabled people. RCA was originally awarded the Disability Confident certificate in October 2022, which broadens and deepens our existing commitment as an employer.

As a Disability Confident Committed employer, we commit to the below core activities:

- ensure our recruitment process is inclusive and accessible
- communicating and promoting vacancies
- offering an interview to disabled people who meet the minimum criteria for the job
- anticipating and providing reasonable adjustments as required
- supporting any existing employee who acquires a disability or long-term health condition, enabling them to stay in work
- at least one activity that will make a difference for disabled people







**11 years**  
as the world's  
N°1 University  
for Art & Design

QS World University Rankings  
by Subject 2015-25

Together, the RCA community can generate change now for a sustainable future everywhere.