



Yehudi  
Menuhin  
School

## BOARDING HOUSEPARENT (GIRLS' BOARDING HOUSE)

### Candidate Information Pack



Closing date for applications:  
**Friday 2 May 2025**

(We reserve the right to close this vacancy early should a suitable candidate be found.)

## A welcome from the Headmaster

Thank you for expressing an interest in this role. I hope you find this document informative, and it explains everything you need to know about working at our very special school and whether it is the place for you.

The Yehudi Menuhin School is a world-leading specialist music school set in beautiful rural Surrey. We strive to promote a collegiate working environment with a strong sense of community. Staff and pupils are on first name terms, and all staff are encouraged to take an active part in the broader life of the school.

We are committed to the wellbeing of all our community and aspire to promote a healthy sense of balance in our pupils and staff. Ongoing professional development is very important to us, and all new staff are given an induction and the training necessary to fulfil their duties.

YMS is an exceptional place full of creative, talented people from all over the world. We would be delighted to receive your application, and we look forward to welcoming you to this unique school.

Robin Harskin  
Headmaster

## The Yehudi Menuhin School

Founded in 1963 by the world-renowned violinist and educator Yehudi Menuhin, the school provides a place for musically gifted children from around the world to develop their talents to the highest level within a stimulating academic environment. It was accorded the status of Centre for Excellence in the Performing Arts in 1973 and has a global reputation as one of the world's leading music schools.

Today's school provides a holistic education for around 90 exceptional pupils aged from 9 to 19, with specialist tuition on the stringed instruments, piano, classical guitar, harp and composition. Pupils split their time between their academic and musical studies and are given many opportunities to perform in front of an audience. Concerts take place regularly in The Menuhin Hall, but also in local state schools, care homes and churches, carrying on Menuhin's belief in the importance of giving back to the community.

The school also boasts a Virtual Menuhin School, which offers pupils not enrolled at the school the unique opportunity to receive specialist music education in a virtual environment, receiving musicianship, theory and instrumental training and the chance to connect with other young musicians across the globe.

Pupils are admitted based on talent, potential and passion for music, not on their ability to pay the fees. Today, around 90% of pupils require some level of financial assistance to attend YMS. The School is one of nine specialist UK schools that are supported by the Department for Education's Music and Dance Scheme.

YMS Alumni include renowned international soloists such as Nigel Kennedy, Nicola Benedetti CBE, Tasmin Little OBE, Alina Ibragimova, Valeriy Sokolov, Kathryn Stott and Melvyn Tan. Many other alumni are shaping the global cultural landscape through teaching at leading conservatoires and performing with world-class orchestras and chamber ensembles.

## Purpose of the role

The Boarding Houseparent plays a key role in the life of this specialist music school where the provision of warm and supportive pastoral care is a vital and indispensable element of the School's atmosphere and ethos. A sense of humour is essential, as is an interest in the performing arts and empathy with the concerns and issues which affect the lives of young musicians.

The Boarding Houseparent is responsible for the smooth running of the House and for the wellbeing and happiness of its pupils. Reporting to and managed by the Head, she/he is supported by Assistant House staff.

You will also be responsible for contributing to school life in other ways, through teaching, administration, etc.

## Key points about the role:

### Contract type:

Full-time, Resident

### Reporting to:

- The Head

### Start date:

2 September 2025

### Hours:

Hours are flexible according to boarding duty rota. 2 days off per week

### Probation Period:

1 term

### Holidays:

TTO

### Salary:

Approximately £35,000 per annum (depending on experience)

### Pension:

The School offers a very generous pension, contributing 13.5% every month, with the employee contributing at least 6%.

### Location:

Stoke D'Abernon Cobham, Surrey, UK

### Other Benefits:

- Free School lunch during term time
- Free parking

- Use of the School's swimming pool when available
- Free lunchtime concerts
- Discounted tickets to other school events
- 24/7 access to AXA Thrive app for mental wellbeing
- AXA Health telephone line access for medical support and advice
- 24/7 access to DAS counselling services
- Life Assurance
- A health cash plan provided by Medicash
- A self-contained flat is provided free of charge within the boarding house (full details provided at interview)

## Key Duties & Responsibilities

The duties consist of the following:

- Ensuring the pastoral welfare of all the pupils in the House, with safeguarding foremost in mind.
- Liaising with the Head over matters of discipline and pastoral welfare of the pupils where a breach of the rules or an event has occurred which affects the wellbeing of the pupils and the good name of the School.
- Ensuring daily comments are recorded in the House log and that the log is regularly presented to the Head for inspection.
- Ensuring that all sanctions/restrictions of privilege are recorded on the admin drive for inspection by the Head whenever requested.
- Making sure all staff who assist with pastoral duties in the House are fully briefed.
- Writing termly House Reports for parents which contain an accurate overview of the pupil's progress, including (but not restricted to) their pastoral and social welfare.
- Providing the pupils in the House with sufficient responsibilities to ensure that there is the opportunity for social awareness and development.
- Ensuring that the House accommodation is kept neat and tidy by the occupants and that all corridors and fire exits are free of obstructions.
- Making sure all fire drills are carried out efficiently and safely and the Room List is up to date and available.
- Attending all Pastoral and Boarding meetings.
- Liaising with the Bursar and Director of Estates and Facilities about all breakages, repairs and renewals within Harris House accommodation and within the School at large.
- Ensuring the security of the House at night-time.



- Holding regular House Meetings for the boarders.
- Being available to discuss careers and personal problems and adjudicate on disputes.
- Proactively identifying bullying or teasing and acting on it appropriately; all incidents to be recorded in a log.
- Ensure that the travel arrangements and destinations of the boys for School vacations are organised well in advance and are satisfactory to both School and parents.
- Taking part in the interviewing of prospective candidates for the School and communicating a written report to the Registrar.
- Taking trips outside the School, and in particular organising events/activities in the evenings and at weekends.
- Assisting in the supervision of instrumental practice.
- Supervising younger pupils' private study, as required.
- Taking pupils to appointments (medical and otherwise), as required.
- Registering and being the tutor for a specific year group.
- Attending musical performances, lunchtime concerts and showcases to register pupils and ensure they behave in an appropriate manner at each event.
- Taking an active interest in the musical performances of all pupils in the House.
- Being present at the start and end of terms/half terms to supervise pupils on arrival and departure.
- Ensuring the House is clean and tidy when pupils are absent, so cleaning can take place or outside lets can access their areas.
- Attending Open days for prospective pupils and their families.
- Attending annual parent/teacher meetings.



## Other Responsibilities

- The post of Boarding Houseparent may be combined with another school role.

This is not an exhaustive list: it is the responsibility of the Boarding Houseparent to do whatever is necessary to ensure the safety, welfare, discipline and happiness of the pupils in the girls' Boarding House and such other duties as the School may from time to time require.

## Person Specification

- Full alignment of the School's Safeguarding and Child Protection policies.
- Committed to the aims and ethos of the School.
- A good sense of humour.
- An interest in performing arts.
- Excellent communication skills both written and verbal.
- A good team player.
- Experience of boarding duties.
- Caring attitude with a high level of customer service.
- Able to use own initiative.
- Experience gained within a childcare environment is desirable.
- Good time management and organisational skills.
- Patience and compassion for others.
- Flexible.
- Leadership ability.
- Knowledge of Safeguarding and Pastoral Care.

The successful candidate will:	Essential	Desirable
Enhanced DBS check	√	
UK right to work check	√	
UK and EEA prohibited list checks	√	
Satisfactory references	√	
Medical declaration	√	
Verification of qualifications	√	
Maths & English GCSE or equivalent	√	
First Aid at Work		√

Shortlisted candidates will be assessed using:

- Completed application form
- Covering letter
- Interview
- References
- Documentary evidence
- Scenario based activity

## How to apply

If you would like any more information about the post, or would like to discuss the job before applying, please contact HR by email [recruitment@menuhinschool.co.uk](mailto:recruitment@menuhinschool.co.uk) or call 01932 584790.

Please complete our [application form](#) if you feel you are a suitable candidate and are interested in applying.

The closing date for applications is **Friday 2 May**, however we reserve the right to close the position early should a suitable candidate be found.

Interviews to take place will be confirmed.

Your application form should be completed in full and submitted along with a covering letter addressed to the Head, Dr Robin Harskin. **Your application will not be accepted without a covering letter.** Early applications are encouraged, and the School reserves the right to close the application process early should a suitable candidate be found.


The Yehudi Menuhin School is committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure Procedure at Enhanced level. It is an offence for a person barred from working with children to apply for this post.

The Yehudi Menuhin School is an Equal Opportunities employer and welcomes applications from all sectors of the community.

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