



Yehudi
Menuhin
School

ESTATES MANAGER

Candidate Information Pack



The deadline for applications is Wednesday 10th June 2026
Interviews will take place week commencing 15th June 2026

The Yehudi Menuhin School | Stoke d'Abernon | Cobham, Surrey | KT11 3QQ
www.menuhinschool.co.uk

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 Estates Manager will be responsible for taking the lead role in the maintenance, safe operation and condition of the estate, services, facilities and infrastructure of the school site with a focus on quality of service and ensuring best practice and will have an integral role in the Health & Safety of the School. You will work closely with the Bursar.



Key points about the role:

Contract Type:

Permanent, Full-time
(40 hours per week)

Reporting to:

Bursar

Line-manages:

Housekeeping Team
Maintenance Team

Salary:

£45,000 per annum

Hours:

8.30am until 5.00pm,
Monday to Friday (with a
30-minute unpaid lunch
break)

Start date:

ASAP

Holidays:

25 days of annual leave plus
public holidays, which fall
outside of School term dates

Probation Period:

4 months

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

Key Benefits:

- Free school lunches during term times
- Use of the School's swimming pool (when available)
- Free lunchtime concerts
- Free or reduced tickets for Menuhin School concerts
- Discounted tickets to other school events (outside of school)
- Free parking
- 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

Job Specification/Key Areas of Responsibility

People Management

- Managing the estates and housekeeping teams ensuring workload is carried out effectively in all areas of responsibility.
- Ensure staff receive relevant training in order to remain compliant.

Planned Maintenance

- Maintain, monitor and record the rolling planned maintenance programme, to include internal and external fabric and finishes, mechanical and electrical services and infrastructure, where appropriate obtaining advice from consultants and trusted contractors on specific areas within the site.
- Oversee day to day management of all plant and machinery, including the swimming pool, and recommend major improvements or replacements of plant as required. Ensure the NOP for the pool is maintained and adhered to by all users.
- Liaise with contractors and manage access on site ensuring Safeguarding measures.
- Produce regular written reports on the progress of the maintenance programme and budget.
- Procure contracts by the most time and cost-effective route ensuring at all times value for money and compliance.
- Manage the Housekeeping and Maintenance teams so that the whole School site is maintained and cleaned to the highest standards possible.
- Deliver and maintain the Helpdesk and systems, ensuring all service work requests are dealt with efficiently and in a timely manner and communicate the resolution process as appropriate.
- Undertake emergency out-of-hours call-out services when necessary.

Health and Safety

- Take ownership of the School's Health & Safety Policy ensuring it is compliant and implemented.
- Report all accidents and incidents to the Health and Safety Steering Committee, informing them of any concerns regarding Health & Safety.
- Complete a termly Health and Safety report for submission to the Health and Safety Steering Committee.
- Participate in termly Health and Safety Steering Committee.
- Liaise with staff and visiting contractors to ensure compliance with legislation and school policy and undertake induction sessions with relevant workers regarding site specific health and safety matters, safe systems of work and risk assessments.
- Take responsibility for ensuring adequate inspections are made, records kept, and necessary work carried out.
- Carry out Risk Assessments relating to the whole school site as required by the Bursar and the Director of the Menuhin Hall / Head of Commercial Activities.
- Ensure appropriate Contractor's checks including safeguarding checks and ensure adherence to the Contractor's policy.

Job Specification/Key Areas of Responsibility

Fire & Lockdown

- Manage systems and equipment in accordance with any corporate or legal requirements.
- Ensure the maintenance and periodic checking of fire, lockdown and other safety equipment by specialist contractors.
- Arranging, supporting and recording regular fire alarm and lockdown tests and drills.
- Ensure Fire Evacuation plans and procedures are compliant and implemented and that all staff receive the relevant training

Financial Management

- Work with the Bursar on all revenue expenditure for the programme of maintenance and project management.
- Arrange, oversee, control and monitor work for grounds, facilities, fabric, plant, mechanical, electrical, plumbing, drainage, fire protection and security systems of the buildings within the agreed budgets ensuring value for money at all times.

Commercial Management

- Work closely with the Director of the Menuhin Hall / Head of Commercial Activities regarding the School and Hall lettings and commercial programme to ensure adequate staffing, compliance, safeguarding and risk management of visitors on site.

Security

- Manage all aspects of site security including physical assets, CCTV and access controls.

Transport

- Manage the school's vehicles ensuring they are cleaned, serviced, taxed and MOT'd when required and other relevant safety checks are completed.
- Ensure all users of school vehicles are adequately trained.
- Check and record school vehicle users license details.

Inspection

- With support from the Bursar, be responsible for the Health and Safety matters relating to ISI inspections.

No job description can fully cover all aspects of the role and consequently the responsibilities are likely to organically evolve and change over time.

Person Specification

- Ability to organise, manage and motivate teams from a variety of professions and trades to enable high morale and high productivity.
- Ability to oversee minor construction projects and planned maintenance programmes
- Problem solving and pragmatic decision making.
- Outstanding communication skills.
- Work collaboratively with the School's Leadership Team.
- Outstanding attention to detail.
- Ability to prioritise complex issues successfully.
- Self-motivated.
- Energy and vision.

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

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 or call 01932 584790.

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

The deadline for applications is **Wednesday 10th June 2026**.

Interview will take place w/c 15th June 2026.

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.



 @menuhinschool

 @yehudimenuhinschool

 Yehudi Menuhin School

 @menuhinschool

Yehudi Menuhin School
Stoke d'Abernon
Cobham, Surrey
KT11 3QQ

Switchboard: 01932 864739
www.menuhinschool.co.uk