



Yehudi
Menuhin
School

HR & PAYROLL MANAGER

Candidate Information Pack



The deadline for applications is Friday 29th May 2026 however we reserve the right to interview suitable candidates and make an appointment before the deadline, therefore early applications are recommended.

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 HR & Payroll Manager is responsible for delivering accurate, compliant payroll services and a high-quality HR function across the School. The role ensures compliance with UK employment law and safeguarding requirements while supporting managers and staff through effective HR operations.



Key points about the role:

Contract Type:

Permanent, Part-time

Hours:

20 hours per week (0.5 FTE).

Salary:

£25,000 per annum
(£50,000 per annum is the full-time equivalent)

Holidays:

12.5 days of annual leave plus bank holidays

Pension:

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

Probation Period:

4 months

Reporting to:

Bursar

Start date:

1 August 2026

Location:

Stoke D'Abernon Cobham, Surrey, UK

Mainly working on site however hybrid working will be available by arrangement.

Other Benefits:

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

Key Areas of Responsibility

Duties consist of the following:

Payroll Management

- Deliver accurate end-to-end monthly payroll.
- Maintain payroll records including starters, leavers, contractual changes, deductions and statutory payments.
- Administer statutory payments (SSP, SMP, SPP, SAP) in line with legislation.
- Complete HMRC RTI submissions (FPS, EPS) and year-end processes (P60, P45, P11D).
- Ensure compliance with HMRC regulations, National Insurance, National Minimum Wage and holiday pay requirements.
- Reconcile payroll data with Finance and produce payroll summaries.
- Respond to staff queries relating to pay, deductions, leave and timesheets.

Pensions and Benefits

- Administer the Teachers' Pension Scheme and The People's Pension, including monthly submissions and auto-enrolment duties.
- Liaise with auditors on the annual end-of-year audit.
- Administer staff benefit schemes including Medicash and BUPA.
- Ensure benefits in kind are correctly reported, working with Finance on P11Ds.
- Review and advise on potential enhancements to pay and benefit schemes.

HR Administration and Employee Relations

- Maintain the Single Central Register, ensuring safeguarding compliance and inspection readiness.
- Ensure HR policies and the Staff Handbook are current and legally compliant.
- Maintain accurate staff records, including contracts, FTE data and personnel files.
- Advise on contractual and salary changes, ensuring all amendments are documented.
- Monitor National Minimum Wage changes and assess impact on staff.
- Support managers with performance management, absence, disciplinary and grievance matters.
- Manage recruitment, onboarding, induction, probation and exit processes.
- Coordinate right-to-work checks, mandatory training and compliance documentation.

Leadership, Wellbeing and Reporting

- Line manage and support the HR Administrator.

- Collaborate with the Director of Wellbeing on staff engagement and wellbeing initiatives.
- Prepare HR and payroll KPI reports for senior leadership.
- Support annual pay reviews and assist with payroll budgeting and cost forecasting.
- Ensure compliance with UK GDPR for employee data.
- Maintain up-to-date knowledge of payroll and employment legislation.

Person Specification

Essential:

- Minimum 3 years' experience managing end-to-end payroll independently.
- Comprehensive understanding of UK employment law and payroll legislation.
- Excellent attention to detail and organisational skills.
- Professional, confidential and effective communicator.
- Line management experience.

Desirable:

- CIPD Level 5 qualification.
- Experience within an educational or multi-site organisation.
- Experience working with the Teachers' Pension Scheme.

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 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 **12 noon on Friday 29th May 2026**.

Your application form should be completed in full and submitted along with a covering letter addressed to the Head, Dr Robin Harskin. Applications will be held in line with our records retention policy. 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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