



Yehudi  
Menuhin  
School

# MUSIC COORDINATOR

## Candidate Information Pack



The deadline for applications is Friday 8th May 2026

We reserve the right to appoint sooner and encourage early applications

### 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 Yehudi Menuhin School is looking for a bright and efficient team player who would join the Music Administration Department to provide administrative support to the Director of Music, and to other members of the team as needed, with specific responsibility for the timetabling of instrumental lessons.

Working within a bustling school environment, the Music Coordinator will liaise closely with visiting music teachers and the Director of Studies to schedule lessons within the school timetable.

The Music Coordinator reports to the Director of Music and is required to attend such staff meetings and training sessions, and undertake such other duties, as the School's Head may require.



## Key points about the role:

**Contract Type:**

Permanent, Full-time

**Reporting to:**

The Director of Music

**Salary:**

£30,000-£35,000 per annum

**Hours:**

40 hours per week  
(with some flexibility for occasional evening and weekend work)

**Start date:**

1 August 2026

**Holidays:**

25 days of annual leave plus public holidays (excluding term time)

**Probation Period:**

4 months

**Notice Period:**

3 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

The duties consist of the following:

### **Build, manage and publish the School's music timetable**

- Liaise with teachers to obtain their availability for individual lessons.
- Work closely with the Deputy Head on the whole school timetable.
- Construct each week's timetable, coordinating teachers' availability to fit all lessons in.
- Schedule chamber music lessons, rehearsals, and irregular musical activities such as masterclasses.
- Handle requests and deal with potential problems raised by pupils and/or staff related to lesson schedules and recordings.
- Make changes to the live timetable as weekly circumstances change while safeguarding the educational needs of the pupils.
- Communicate the timetable and any changes to all parties involved.
- Liaise with pupils and staff to facilitate pupil recordings.
- Assist in the coordination of the external event form process.
- Input lessons and records into Artifax.

### **To assist in the general administration of the Music Department**

- Receiving and checking music staff invoices against delivered lessons.
- Support and assist with the smooth running of all musical assessments at the School.
- Managing the Director of Music's diary as required.
- Provide the Head of Concerts with assistance which they may reasonably require, including helping to transport pupils to and from outside concerts where availability allows.

### **To assist in the general operation of the School**

- Report any safeguarding and pastoral concerns through the appropriate channels.
- Attend the weekly Operations Team Meeting and assume responsibility for entering musical activities into the School Calendar.
- Undertake all necessary administration required to fulfil the role and its duties, and be a flexible, efficient, creative and proactive member of the School's community.
- Participate in professional development as required by the School, and to engage with an annual appraisal process.
- Assist the Head, Director of Music, and other staff in the supervision of pupils.

## Person Specification

Key personal specifications:

- Higher education qualification(s) in Music.
- Experience in preparing, teaching and assessing an Academic Music curriculum.
- Possess a high level of IT literacy, be familiar with the use of Excel and macros, and demonstrate the ability to learn software such as Artifax and ISAMS.
- Appreciation of the academic and pastoral needs of highly talented young musicians.
- Deep knowledge and understanding of safeguarding matters.
- Compassion, empathy, kindness, patience, humour.
- Excellent organisational skills and a meticulous eye for detail.
- Cultural sensitivity and inclusivity, valuing diversity within an international school setting.
- Excellent interpersonal and communication skills, with the ability to build trust with pupils, staff and families.
- Delight in teamwork and love of collaboration and community.
- Unwavering professionalism and respect for confidentiality.

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
- Observed lesson(s)

## 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 deadline for applications is **Friday 8th May 2026 at 12 noon** however we reserve the right to appoint sooner and encourage early applications.

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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