



Yehudi  
Menuhin  
School

## WEEKEND PORTERS

### Candidate Information Pack



There is no deadline for applications.

Interviews will take place as soon as suitable candidates apply and we reserve the right to close the application once a suitable candidate is 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 Yehudi Menuhin School is seeking two Weekend Porters (one morning Porter and one afternoon Porter) to help with the smooth and efficient running of the school's kitchen and dining services at weekends by maintaining high standards of cleanliness, assisting kitchen staff with basic tasks, and ensuring a safe and welcoming environment for students, staff, and visitors.



## Key points about the role:

**Contract Type:**

Permanent, Part-time

**Hours:**

**Morning Porter Hours:**

7.30am until 1.30pm

**Afternoon Porter Hours:**

1.30pm until 7.30pm

**Salary:**

£13 per hour

**Holidays:**

TTO

**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:**

Head of Catering

**Start date:**

ASAP

**Location:**

Stoke D'Abernon Cobham,  
Surrey, UK

**Other Benefits:**

- Use of the School's swimming pool (when available)
- Free school meals
- 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:

- Helping set up breakfast.
- Brushing and mopping the floors.
- Washing plates, pots, pans, trays and cutlery to a high standard.
- Prepping fruits and vegetables.
- Helping the Chef take deliveries in.
- Making sure the bin bags in the bins are changed regularly.
- Maintaining a high standard of hygiene throughout their sections (pot wash area and dish wash area).
- Any other duties required by the team.

## Person Specification

### Essential Criteria

#### Qualifications & Knowledge

- Good understanding of basic hygiene and cleanliness standards in a kitchen or catering environment.
- Awareness of safe working practices (e.g. handling hot equipment, chemicals, and cleaning products).
- Willingness to undertake training such as Food Hygiene Level 1 (if not already held).

#### Experience

- Experience in a kitchen, catering, hospitality, or cleaning role (paid or voluntary).
- Experience working as part of a team in a fast paced environment.

#### Skills & Abilities

- Ability to carry out physical tasks such as lifting, carrying, bending, and standing for long periods.
- Ability to follow instructions accurately and work independently when required.
- Good time management and ability to prioritise tasks.
- Strong attention to detail, especially in maintaining hygiene standards.

#### Personal Qualities

- Reliable, punctual, and committed to providing a high standard of service.
- Positive, flexible, and helpful attitude.
- Respectful, professional, and able to work safely around children and young people.
- Calm and steady under pressure, especially during busy meal times.

## **Desirable Criteria**

### **Qualifications**

- Food Hygiene Certificate (Level 1 or 2).
- Manual Handling training.
- COSHH training.
- Allergy Awareness training.

### **Experience**

- Previous experience working in a school, boarding environment, or similar setting.
- Experience in customer facing roles.

### **Additional Attributes**

- Ability to build good working relationships with catering colleagues and school staff.
- Understanding of the needs of students in a residential school environment.

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
- Observation test

## 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.

Interviews will take place as soon as suitable candidates apply and we reserve the right to close the application once a suitable candidate has been found.

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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