



Yehudi  
Menuhin  
School

# ESTATES MANAGER

## Candidate Information Pack



Closing date for applications:  
**Monday 18 November 2024**

(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 8 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

In a school, there is nothing more important than keeping the children and staff safe. The Estates Manager will be responsible for taking the lead role in the maintenance, safe operation and condition of the 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 and our fantastic maintenance and housekeeping teams.

### Key points about the role:

**Contract type:**

Permanent, Full-time (40 hours per week)

**Start date:**

January 2025

**Hours:**

8.30am until 5.00pm, Monday to Friday (with a half hour lunch break)

**Probation Period:**

6 months

**Holidays:**

25 days per annum plus public holidays

**Pension:**

The School offers a very generous pension, contributing 13.5% every month, with the employee contributing at least 6%. Applicable to permanent and contract employees only.

**Salary:**

£45,000 per annum

**Location:**

Stoke D'Abernon Cobham, Surrey, UK

**Report to:**

Bursar

**Key Contacts:**

Housekeeping and Maintenance team

**Other Benefits:**

- Free School lunch during term times
- Free parking
- Use of the School's swimming pool when available
- Free lunchtime concerts
- Discounted tickets to other school events
- 24/7 access to DAS counselling services
- 24/7 access to AXA Thrive app for mental wellbeing
- AXA Health telephone line access for medical support and advice
- Life Assurance
- A health cash plan provided by Medicash

## Key Duties & Responsibilities

### Planned Maintenance

- Maintaining, monitoring and recording 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.
- Overseeing the management of all plant and machinery, including the swimming pool, and recommending and overseeing major improvements or replacements of plant as required.
- Liaising with contractors as required.
- Producing regular reports on the progress of the maintenance programme and budget.
- Procuring contracts by the most time-and cost-effective route ensuring at all times value for money and compliance.
- Managing the Housekeeping and Maintenance teams to ensure the School site is maintained to the highest standards possible.
- Delivery and maintaining 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.
- Liaising with the Commercial Manager regarding planned work services, providing details of anticipated dates etc.

### Health and Safety

- Actively seek to implement the School's Health & Safety Policy.
- Reporting all accidents and incidents to the Health and Safety Steering Committee and informing them of any concerns regarding Health & Safety.
- Liaising 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.
- Taking responsibility for ensuring adequate inspections are made, records kept, and necessary work carried out.



## **Fire**

- Managing systems and equipment in accordance with any corporate or legal requirements.
- Ensuring the maintenance and periodic checking of fire and other safety equipment by specialist contractors.
- Supporting and recording regular fire alarm tests and drills.

## **Financial Management**

- Working with the Bursar on all revenue expenditure for the programme of maintenance and project management.
- Arranging, overseeing, controlling and monitoring work for 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.

## **Security**

- Managing all aspects of site security including CCTV and access controls.

## **Transport**

- Managing the school's vehicles ensuring they are serviced, taxed and MOT'd when required and other relevant safety checks are completed.

## **Inspection**

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

## **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 pragmatics decision making.
- Outstanding written and aural 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.

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

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		✓
Clean driving licence	✓	

**Shortlisted candidates will be assessed using:**

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

## How to apply

To discuss the role informally, please contact Philippa Stanfield, Bursar at [philippa.stanfield@menuhinschool.co.uk](mailto:philippa.stanfield@menuhinschool.co.uk).

Click [here](#) to fill out our application form if you feel you are a suitable candidate and are interested in applying.

The closing date for applications is Monday 18 November 2024.

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. 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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