



Yehudi
Menuhin
School

RESIDENT GRADUATE ASSISTANT

Candidate Information Pack



Closing date for applications:
Friday 21st February 2025

(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

To become a key member of the school's resident boarding team.

Key points about the role:

Contract type:

Fixed term for one year

Reporting to:

The Head and Houseparent

Probation Period:

3 months

Start date:

September 2025

Working arrangement:

One full day and one half-day free per week. Overnight boarding duties are likely.

Holidays:

TTO

Salary:

£17,500 per annum

Location:

Stoke D'Abernon Cobham, Surrey, UK

Pension:

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

Other Benefits:

- Free accommodation in school
- 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

Key Duties & Responsibilities

The School is looking for a Resident Graduate Assistant (RGA) for a fixed term of one academic year from September 2025, which may be extended by mutual agreement. The RGA will be given accommodation on the School site and be entitled to three meals a day free of charge. The RGA will have one full day and one half-day off per week.

All members of staff are expected to commit to the wider life of this busy boarding School. The RGA will undertake boarding duties and full training will be provided.

This Job Description is not intended to be comprehensive but rather to give a flavour of the activities in which the Resident Graduate Assistant will be involved.

Boarding Duties

- To ensure the Safeguarding of boarders at all times.
- To attend to the pastoral, emotional, mental, and physical wellbeing of the boarders.
- To perform boarding duties during the day and two nights a week, including overnight on-call and breakfast/wake-up duties.
- To create a warm family atmosphere in the boarding house and build a strong rapport with boarders and colleagues.
- To help boarders organise their daily routines and fulfil their musical and academic commitments.
- To administer boarding routines e.g. changes of bedding and administration of medication.
- To liaise with other areas of the School (e.g. facilities and catering) to ensure the smooth running of the boarding house.

Other Duties:

- To drive the school minibus (full training will be given).
- To participate in professional development as required by the School, and to engage with probation and appraisal processes as appropriate.



- To attend all meetings and statutory training sessions at which attendance is required by the Head.
- To undertake other duties as the Head or the Houseparent may reasonably require.

Person Specification

The successful candidate will be:

- Fully supportive of the school's safeguarding and child protection policies.
- Committed to the aims and ethos of the school.
- Kind, patient and compassionate.
- Diligent and punctual.
- Professional in all their activities in and out of school.
- Committed to the education and healthy development of young people.
- Collaborative with colleagues.
- Devoted to the school community.

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		√
Specific qualifications relevant to the role	√	

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 closing date for applications is **Friday 21st February 2025**.

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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