



The
Yehudi
Menuhin
School

ENTERPRISES MANAGER

Candidate Information Pack



Closing date for applications:
Tuesday 21 March

(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 with regards to working at our very special school and most importantly whether it is the place for you.

The Yehudi Menuhin School is set in gorgeous grounds, and 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. Being a music school, we hope that everyone who works here has an appreciation and respect for the interests and creativity of our pupils, however we do not expect all staff to be musicians themselves (though over the years many have taken up an instrument as a result of working here!)

We are committed to the wellbeing of all our community and strive 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 - I hope you will join us.

Ben Gudgeon
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 80 exceptional pupils aged from 11 to 19, with specialist tuition on the stringed instruments, piano and classical guitar. 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.

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.

As the School approaches its 60th anniversary in 2023, YMS is developing exciting new programmes to reach a wider number of pupils, including a recently launched Virtual Menuhin School and other initiatives that will aim to introduce much younger children to the joys of classical music. In the meantime, September 2022 will see the opening of YMS's first international school, in Qingdao, China, bringing YMS's unique music education model to talented young musicians from around the Far East.

About the role:

The role has responsibility for site facilities through the contract management of external lets; ensuring health and safety compliance; and managing and administering the school lettings function.



Key points about the role:

Contract type:

Permanent, Full Time

Reporting to:

Bursar

Direct reports:

Visitor Experience Supervisor
Production Manager

Key Relationships:

Director of Business Strategy,
Assistant Bursar (Estates),
Head of Concerts, Production
Manager, Head of Marketing
& Communications, Catering
Manager

Start date:

ASAP

Salary:

£45K per annum

Hours:

8.30am-5.00pm Monday to
Friday (however requires
flexibility of working evenings
and weekends for the smooth
delivery of events)

Probation 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

Holidays:

25 days annual leave, plus
public holidays

Other Benefits:

- Free School lunch during term times
- Excellent facilities
- Free parking
- Free lunchtime concerts
- Use of the School's swimming pool when available
- 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

Key Duties & Responsibilities

The main duties and responsibilities are detailed below. Other duties at an appropriate level and nature may also be required. Given the nature of the role, flexibility in working pattern may be required including some evening and occasional weekend work.

Driving revenue growth for all Enterprise activities

You will:

- Use your initiative to develop new business strands, such as corporate conferencing.
- Promote the school for holiday course lettings, seeking to maximise occupancy and profits.
- Drive up private bookings for the Menuhin Hall, ensuring that the venue is appropriately priced for differing types of hire (recordings, lectures, concerts, conferences, etc).
- Lead the planning and negotiation of all hires, working toward income targets while also raising the profile of the Hall and the School in the local and wider community.
- Manage budgets in liaison with the School's Leadership Team, YMS Enterprise Board and School's Finance Team.

Serving as the primary contact for all clients hiring the School's facilities

You will:

- Deliver exceptional customer service in all respects, including in the handling of complaints.
- Meet and check in lettings groups (at evenings/weekends as required) and ensure all lettings operations run smoothly.
- Co-ordinate work activities of staff assisting with lettings, including the Production Manager, Facilities Housekeeping Supervisor, and the Estates Maintenance Supervisor, and to ensure all resident staff and students are aware of lettings on site.
- Manage the Team Swim School contract.
- Organise the hire of the Hall for recordings, lectures, concerts and private events.
- Manage the hiring of the swimming pool and the general facilities of the school for holiday courses, competitions, conferences and other lets, balancing this business with the activities and general educational provision of the School.
- Manage the lettings calendar and the whole Menuhin Hall calendar via Artifax.
- Liaise with the accounts department to raise contracts and all relevant paperwork for bookings, ensuring timely raising of invoices, and assisting in debt management.
- Be responsible for all due diligence of clients' paperwork as required, including Public Liability Insurance documents and Risk Assessments.



Taking responsibility for Safeguarding and Health & Safety for all Enterprises activities

You will:

- Safeguard and promote the wellbeing of all children engaged in any activities organised by or in association with the school and/or YMS Enterprises.
- Write and maintain Risk Assessments for each Enterprises booking and ensure all outside hirers receive a Health & Safety induction at the beginning of the hire period.
- Ensure compliance with all statutory Health and Safety legislation.
- Ensure lettings have any necessary paperwork in place before agreeing any contracts e.g., public liability insurance, safeguarding measures and RAMS (Health & Safety.)
- Support the school's legal obligation to Health & Safety requirements including fire procedures, and risk assessments & Method Statements (RAMS) etc.
- Participate in the continuing development of robust, transparent health and safety systems and procedures.
- Regularly conduct inspections of areas for defects and potential hazards.
- Be responsible for weekly fire safety and evacuation checks.
- Liaise with the Assistant Bursar (Estates) over site security and safety.
- Coordinate and be a member of the duty team rota to ensure that external bookings are supervised out of hours.

Person Specification

The successful candidate will have the following qualities:

Essential competencies

- Strong leadership and people management skills.
- Excellent interpersonal and communication skills.
- A pro-active person with lots of initiative and 'can do' approach.
- Integrity, honesty, loyalty, and reliability.
- To be able to work under pressure and within tight lead-times.
- Strong IT skills.
- Excellent organisational skills.
- Innovative.
- Experience in risk management/H&S.

Desirable competencies

- Willingness to work flexible hours.
- Experience and understanding of premises and facilities management.
- Experience of developing and managing budgets.
- Familiarity/use of Artifax database.
- Line Management experience.
- Bachelor's or Master's degree in Business, Analytics, Information Systems, or a related discipline.

Requirements:	Essential	Desirable
Maths & English GCSE or equivalent	✓	
First Aid at Work		✓
IT proficiency	✓	
Enhanced DBS check	✓	
UK right to work check	✓	
UK and EEA prohibited list checks	✓	
Satisfactory references	✓	
Medical declaration	✓	
Verification of qualifications	✓	
Specific qualifications relevant to the role	✓	

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 864739.

Click [here](#) to fill out our [application form](#).

Closing date for applications: **Tuesday 21 March.**

Your application form should be completed in full and submitted along with a covering letter addressed to the Head, Mr Ben Gudgeon. 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 sections of the community.



 @menuhinschool

 @yehudimenuhinschool

 The Yehudi Menuhin School

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