



The  
Yehudi  
Menuhin  
School

## ESTATES COORDINATOR Candidate Information Pack



Closing date for applications:  
Wednesday 6 October (12pm)

*(We reserve the right to close this vacancy early should a suitable candidate be found.)*

## A welcome from the Headmaster

Thank you for your interest in this role. I hope that this document tells you everything you need to know about working at our very special school - 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, but 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

## A short history of The Yehudi Menuhin School

The Yehudi Menuhin School was founded in 1963 by the celebrated violinist Yehudi Menuhin. A brilliant educator, he feared that the lack of specialist music provision for children at an early age would result in an irreversible decline in the provision of world-class instrumentalists.

Inspired by a visit to Moscow's Central School for Young Musicians, Menuhin set out to develop a specialist music school in the UK for extraordinarily gifted children. These boys and girls, aged between seven and nineteen, would come from all corners of the globe, regardless of their race, creed or parents' financial position. His vision was that the School would not only attract potentially the most outstanding performers of their generation in string instruments and piano, but that they would also become well-rounded and compassionate people as a result of the high quality academic activities and pastoral care provision. Menuhin was also passionate in his belief that the School should share its music with the local community.

In 1964 the School moved from London to its current location in Cobham, Surrey, and gradually expanded to include new teaching and boarding blocks. In 1973 the School was accorded special status as a 'Centre for Excellence for the Performing Arts' and was one of the first schools to receive support from the Department for Education's Music and Dance Scheme. January 2006 saw the opening of the 300-seat Menuhin Hall, greatly enhancing the performance opportunities for the pupils. In 2016, new Music Studios were opened, providing state-of-the-art teaching and practice facilities.

Starting with just 15 pupils in September 1963, the School has expanded significantly over the last five decades while remaining true to Menuhin's values and ethos, and currently hosts around 85 boys and girls between the ages of 11 and 19 from 22 nationalities.

## Purpose of the role

Reporting to the Assistant Bursar (Compliance & Estates), this role provides a 360-degree view of the whole School site, coordinating operational support of the many and varied uses of our facilities, including:

- General School term-time use
- Rolling term-time and holiday maintenance schedule
- Holiday courses (liaising with Commercial Lettings Manager)
- Swimming pool (liaising with Commercial Lettings Manager)
- Menuhin Hall external hire (liaising with Hall Manager)

## Key responsibilities

### Operations and Maintenance

The Estates Coordinator supports day-to-day estates management, coordinating the cleaning and laundry function, and providing structure to the current Estates team of two to ensure that daily and weekly tasks align with the broader priorities of the School's estate maintenance and development strategy.

An indicative list of tasks might include:

- Liaising with Cleaning Supervisor to ensure all School spaces are adequately cleaned, keeping to realistic weekday and weekend schedules;
- Managing the Laundry function to ensure laundry areas are kept clean and tidy, and that linens are washed and ready for pupil use in line with School needs
- Managing the Cleaning Supervisor and Laundry function to ensure that all cleaning and laundry

## Key points about the role:

**Contract type:**

Permanent

**Start date:**

ASAP

**Other benefits:**

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

**Working hours:**

9-5.30pm Monday to Friday with 30 minutes unpaid lunch break

**Pension:**

Contributory stakeholder pension scheme (13.5% employer/6% employee contribution)

**Holidays:**

26 days annual leave plus bank holidays

**Reporting to:**

Assistant Bursar (Compliance & Estates)

**Salary range:**

£30 - £35,000 per annum

**Line manages:**

Housekeeping , Estates Manager and Estates Assistant

products are stocked in a safe and secure way

- Managing the Cleaning Supervisor and Laundry function to ensure that ordering of supplies is done on time, with a view to 'value for money';
- Working with the Estates Team to prioritise site maintenance needs, taking the lead from Assistant Bursar (Compliance & Estates);
- Liaising with House Staff to ensure works carried out in Boarding Accommodation can be planned and completed safely and effectively;
- Carrying out and documenting condition and inventory checks for Residential Staff accommodation;
- Taking ownership of the maintenance calendar, ensuring that works do not conflict with wider School (or external hire) operations
- Ensuring School vehicles are adequately maintained and records kept
- Taking ownership of inventory of 'not in use' items, and taking responsibility of the disposal of old equipment/items
- Supervision of contractors carrying out work on site.

### **Compliance**

- Ensuring that all relevant Health & Safety checks are carried out on time and records kept (including Fire Safety, Fall Arrest, Legionella, Asbestos, etc)
- Updating the 'Routine Maintenance Schedule'
- Supporting the Accounts Assistant with maintenance of the Fixed Asset register
- Ensuring that our Estates database (Every) is up to date
- Reviewing and update relevant risk assessments

### **Support to Assistant Bursar (Compliance & Estates)**

The facilities coordinator supports the Assistant Bursar (Compliance & Estates) with administrative and other tasks. An indicative list of tasks might include:

- Attends all Health & Safety meetings
- Manages Actions Checklist



- Takes minutes at all Health & Safety meetings
- Supporting the Assistant Bursar (Compliance & Estates) with Covid-safe policies and measures

### **Required Skills/Experience/Attitude**

- Contract Management
- Experience of a Tender Process/ Bids Evaluation
- A good team player – willing to support the wider Bursary Team
- Good IT skills, including Excel
- Knowledge of buildings maintenance (for example, lifts, building works, CCTV)
- Good communicator across all levels
- Good attention to detail
- COSHH Awareness
- Willing to undertake CPD and promote the benefits of that training across the team.
- Willing to undertake practical tasks to support the Estate Manager and/or Estates Assistant (This may include manual handling, minor decorating tasks, etc.)



## How to apply

To request an application form please contact Lucy Flower at [recruitment@menuhinschool.co.uk](mailto:recruitment@menuhinschool.co.uk).

Your application form should be completed in full and returned, along with a covering letter outlining your reasons for applying and suitability for the position, to Lucy Flower by **noon on Wednesday 6th October**. 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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