



The
Yehudi
Menuhin
School

ASSISTANT BURSAR (ESTATES)

Candidate Information Pack



Closing date for applications:
Friday 10 June 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

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 Assistant Bursar (Estates) is responsible for the condition of the school's estate and its physical assets, including all buildings, grounds, swimming pool, plant and machinery, vehicles, tools, and other equipment.

Through the effective line management of the Cleaning Supervisor, the Assistant Bursar (Estates) ensures that the whole site is sufficiently cleaned and of a good standard for all of the diverse activities that take place, including usual school activities, holiday courses, concerts, and other external hires.

Through the effective line management of the school's estates team and the use of approved suppliers and contractors, s/he will ensure the site and its assets are adequately maintained, sticking to budgets and timescales to ensure compliance with regulatory standards and inspection criteria.

S/he assumes responsibility for all Health & Safety matters, including fire safety. The Assistant Bursar (Estates) is responsible for carrying out estates development plans in line with a brief and budget approved by the COO, Head, and Governing Council, overseeing approved contractors and other hired consultants as required.

Key points about the role:

Contract type:

Permanent, Full-time

Reporting to:

Bursar & Chief Operating Officer

Direct Report:

Estates Manager, Cleaning Supervisor & Lettings Coordinator

Start date:

ASAP

Probation Period:

3 months

Pension:

Contributory stakeholder pension scheme

Salary:

£49K-£55K based on skills and experience.

Location:

Cobham, Surrey, UK

Core Hours:

Mon-Fri 08:30-17:00 (Some flexible working available upon agreement with line manager)

Other Benefits:

- Free School lunch during term times
- Excellent facilities
- Free parking
- 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



Job Specification

Strategic Estates Planning:

- In consultation with the Leadership Team, plan the long-term, strategic planning and development of the Estate, whilst being sensitive to the tone, appearance and function of the Estate.
- In consultation with the Bursar, take the lead on the School's Environmental Sustainability Plan, researching, proposing, and creating an implementation plan for green initiatives, alternative energy sources such as solar panels, and energy-efficient assets such as LED lights.
- Define timescales, budgets and resources required; undertake tender process for builders/contractors/architects/etc;
- Project Manage major building projects (or liaise with externally appointed project manager as appropriate to the scale of the project)
- Chair weekly estates meetings, inviting relevant attendees where necessary, maintain rolling agenda, follow up action points, liaising with Estates Team.

Planned & Reactive Maintenance:

- Be responsible for all planned and reactive maintenance with full delegated authority to approve works up to £5k, within the constraints of the budget for the year.
- Maintain the rolling planned Maintenance Programme and present to the Leadership Team, 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.
- Oversee the Estates Manager and wider team, ensuring facilities are maintained in good order with respect to current legislation and advising the Leadership Team (through the Bursar) when inadequacies exist and improvements are required. This includes, but is not limited to:
 - Boiler and control systems
 - Emergency lighting
 - Security alarms and fire alarms
 - Fixed electrical systems – testing
 - COSHH in relation to Maintenance Team
 - Swimming pool
 - Kitchen equipment
 - Cleaning equipment
 - Grounds equipment
 - Safety equipment
 - Fire extinguishers/hose reels
- Produce half-termly reports on progress of the programme and budget, in line with timescales set out by Bursar/COO.
- Monitor, action and maintain the *Annual Inspections Plan*.
- With final approval from the Bursar, procure contracts by the most time- and cost-effective route in line with school policy.
- Oversee Maintenance and development of all school grounds, including playing fields. Proactive management of outsourced services such as grounds staff.
- Oversee and maintain all school vehicles.
- Be responsible for software packages and systems related to the effective management of Estates, Maintenance, and Health & Safety.

Health & Safety:

- Assume delegated accountability for Health & Safety compliance throughout the school and Menuhin Hall.
- Regularly review the School's Health and Safety Policy, Fire Safety Policy and Evacuation Procedures and any other related policies and to make informed, accurate recommendations about any changes. Support the Leadership Team in the development of the School's emergency planning.
- Ensure that appropriate training is provided to School staff (including fire marshals). Deliver in-person training for all staff, including new joiners as part of induction process.
- Chair termly H&S Steering Committee and H&S Operations Committee, preparing agendas, circulating papers, and ensuring minutes are taken and agreed with Governor responsible for H&S.
- Ensure the implementation of measures necessary for visiting contractors to adhere to the school's policy.
- Be responsible for ensuring termly H&S inspections are carried out by members of the Leadership Team, records kept and necessary work carried out. Support these inspections proactively.
- Ensure every building and school activity is risk assessed. Be responsible for (delegating where necessary) risk assessments for:
 - Building & estates (Static)
 - Building works happening (dynamic)
 - Regular school activities such as science lessons

Budget Management & Procurement:

- Be responsible for accurate budget-setting and cost control for Planned Maintenance Programme and Estates Development Project Management, with consultation and final approval by Bursar (and Governors).
- Be responsible for the school's electricity and other energy contracts, ensuring good efficiency and value for money.
- In consultation with Bursar, lead the way on green initiatives and environmental sustainability.
- Arrange, oversee, control and monitor with Estates Manager both planned and ad hoc maintenance for facilities, fabric, plant, mechanical, electrical, plumbing, drainage, fire protection and security systems of the buildings within the agreed budgets.
- Undertake (or oversee via delegated authority) ordering for supplies and consumables such as (but not limited to):
 - Cleaning supplies and small electrical goods such as hoovers
 - Laundry supplies and stock (such as duvets + pillows, linens, etc)
 - Grounds supplies such as weedkiller, mulch, etc (where this is not undertaken by contractors)



Accommodation:

- Be responsible for all school accommodation (staff, pupil, and guest).
- Be responsible for the issuing of Licences to Occupy, ensuring these are up-to-date with most recent guidance from ISBA or other.
- Regularly inspect staff accommodation for the purposes of ensuring adherence (both school and staff) to License to Occupy.
- Act as 'school representative' upon termination of employment contract (and Licence to Occupy) and subsequent vacating of premises.
- Regularly inspect pupil accommodation for the purposes of ensuring adherence to the National Minimum Standards for Boarding.
- Follow up on inspection with actions delegated to Estates Team.

Insurance:

- Provide Bursar with appropriate information and documentation with regards to insurance claims involving facilities, fabric, plant equipment and services of site.
- Ensure insurance claims, once opened by the Bursar, are followed up in timely manner where additional information is required.
- Maintain a register of estates-related insurance claims.

Line Management:

- Proactively manage direct reports, undertaking regular 1:1 meetings and setting objectives.
- Absence monitoring and holiday approval via the Every system.
- Ensuring that Cleaning, Catering and Estates Teams are at full complement and functioning efficiently and effectively.
- Liaise with Facilities Coordinator, working toward the common goal of maximising financial benefit from hires.
- Annual appraisals.

Cleaning:

- Line-manage the Cleaning Supervisor to ensure that all school premises are kept clean to a sufficient standard year-round.
- Keep track of irregular activities on the school site (open days, concerts, holiday courses or other external hires), tailoring cleaning service where necessary, to ensure cleanliness for all stakeholders.
- Work with wider school team to ensure rooms are kept in an agreed tidy state ("return to standard") to facilitate cleaning.
- Ensure deep cleaning takes place at appropriate intervals and between all changes in staff tenancy.

Security:

- Delegated authority from Bursar over aspects of site security, including but not limited to:
 - CCTV system
 - Barriers
 - Door locks and key pads
 - Keys (including identifying/labelling keys)

No job description can hope to capture all tasks that may be required of a member of a boarding school staff. All staff are expected to fulfil any reasonable expectations from the Headmaster.

Person Specification

The ideal candidate would have the following experience, skills, knowledge, and personal attributes.

Experience

- Demonstrable experience in Facilities Management, particularly in maintaining buildings (Essential).
- Proven track record of managing large-scale capital projects, including monitoring expenditure against budget and ensuring the project keeps to time (Essential).
- Experience in managing Health & Safety within an organisation (Essential).
- Experienced line manager, comfortable with setting objectives and managing employees' job performance (Essential).
- Experience as Fire Safety Officer or similar (Desirable).
- Experience of estates management database system and/or task management system (Desirable).

Skills & Knowledge

- Knowledge of asbestos management (Essential).
- Understanding of ISI regulations (Desirable).
- Has completed P405 course in asbestos management (Desirable).
- Has completed IOSH Managing Safely (or this will be provided upon appointment) (Desirable).
- Ability to plan strategically with consideration for both long and short-term goals (Essential).
- Knowledge and past experience of working with CAD software would be highly desirable.
- Understanding of the unique challenges of a performing arts school including with regard to health and safety and provision of space - a knowledge of classical music is not required (Desirable).
- Excellent communicator, with the ability to present to and develop projects with internal and external stakeholders (Essential).
- Strong IT skills, including Excel and the full Microsoft Suite including Teams and Sharepoint (Desirable – training can be provided).
- Strong organisational and budgetary skills (Essential).

Personal Attributes

- Enjoys working in a fast-paced environment with a variety of stakeholders.
- Communicates well with others to spot opportunities for improvements.
- Self-starter with an entrepreneurial attitude, drive, and a passion for achieving results.
- Collaborative and approachable, able to enthuse colleagues on the bigger picture while keeping an eye on detail.
- Practical approach to project planning with a working understanding of different systems and regulations.
- Keen to seek out a diverse range of opinions and perspective from a variety of department to find creative and thoughtful solutions.
- High standards of personal and professional integrity.
- Ability to work in a pressurised environment, manage competing priorities and deliver results within changing circumstances and priorities.
- Enthusiasm for working in a school and engaging with young people.

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	✓	



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](#) or see our [job listing](#) on [Tes](#).

Closing date for applications: **Friday 10 June 12pm.**
Interviews to be held week commencing 20 June.

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.



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 The Yehudi Menuhin School

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