



The  
Yehudi  
Menuhin  
School

# REGISTRAR

## Candidate Information Pack



**Closing date for applications: 1 May 2024**

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

## A welcome from the Head

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**  
Head

## 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 9 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.

## About the role:

To oversee all stages of the admissions process for pupils of the School.



### Key points about the role:

**Contract type:**

Permanent, Full-time

**Reporting to:**

The Head

**Start date:**

September 2024

**Hours:**

Mon-Fri 8.30am until 5.30pm

**Probation Period:**

3 months

**Pension:**

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

**Salary:**

Up to £45,000 per annum (depending on experience)

**Location:**

Stoke D'Abernon Cobham, Surrey, UK

**Holidays:**

30 working days (6 working weeks) and Bank Holidays when they fall out of term time.

All holidays are to be taken during school holiday time. The days between Christmas and New Year are generally granted as additional holiday, however this is not a contractual right.

**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 AXA Thrive app for mental wellbeing
- AXA Health telephone line access for medical support and advice
- 24/7 access to DAS counselling services
- Life Assurance
- A health cash plan provided by Medicash

## Key Duties & Responsibilities

The main duties of Registrar include the following:

- Open Days: liaising with the Head to set dates both internally (website) and externally (advertisements), sending out and processing registration forms, organisation both before and on the day, liaising with other staff (especially catering and pastoral) as necessary.
- Admissions Process: dealing with all enquiries and applications, passing on fees to the Bursar and recordings to the Director of Music, making all arrangements for preliminary and one-day auditions, liaising with parents and all staff involved, particularly with the Music Admin Department, taking responsibility for looking after parents during visit (including advice on transport, visas, and accommodation), compiling data on all applications (both successful and unsuccessful). sending out offer letters, processing deposits and contracts, maintaining contact with parents of successful applicants, supplying information as required, maintaining Register of Admissions in required form, maintaining pupil and parent details on school database.
- Boarding: school accommodation may be available for the right candidate. This would entail some boarding duties.

This is not an exhaustive list: the role is a multifaceted one and not all duties can be predicted.

## Person Specification

- Full alignment with the school's safeguarding and child protection policies.
- Commitment to the aims and ethos of the school.
- Excellent communication skills, both written and verbal.
- Extremely high levels of efficiency.
- Confidence and professionalism.
- Strong attention to detail and excellent organisational skills.



- Ability to work effectively with others and develop robust relationships is critical.
- Proficiency in Microsoft Office and other relevant software.
- Knowledge of visa issues.
- Ability to use own initiative.
- Ability to multitask and manage competing priorities.

Requirements:	Essential	Desirable
Enhanced DBS check	√	
UK right to work check	√	
UK and EEA prohibited list checks	√	
Satisfactory references	√	
Medical declaration	√	
Maths & English GCSE or equivalent	√	
First Aid at Work		√
A clean driving licence	√	
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 our HR department either by email ([recruitment@menuhinschool.co.uk](mailto:recruitment@menuhinschool.co.uk)) or call 01932 584 790.

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

Closing date for applications: **Wednesday 1 May 2024.**

Your application form should be completed in full and submitted along with a CV and covering letter addressed to the Head, Mr 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.



@menuhinschool



@yehudimenuhinschool



The Yehudi Menuhin School

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