



The
Yehudi
Menuhin
School

HOUSEKEEPER

Candidate Information Pack



Closing date for applications: 15 September 2023

(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 saw 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 Yehudi Menuhin School is looking for a Housekeeper to keep all areas of the School at a high level of cleanliness and ensure that consumables are topped up to provide a safe and pleasant environment for pupils and staff.



Key points about the role:

Contract type:

Permanent, Part Time

Reporting to:

Housekeeping Supervisor

Key Relationships:

The Estates and Facilities Team

Start date:

ASAP

Hours:

5 hours per day, 5 days per week
Monday-Friday: 6am-11am

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:

£14,950 per annum

Location:

Stoke D'Abernon Cobham, Surrey, UK

Holidays:

21 days annual leave plus public holidays (outside of term time)

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
- Life Assurance
- A health cash plan provided by Medicash

Key Duties & Responsibilities

The job holder is required to be reliable and trustworthy, to fulfil their role effectively and be willing to use their initiative and go beyond their job description when appropriate.

Key Responsibilities are as follows:

- Cleaning certain parts of the school site.
- Vacuuming carpeted areas and washing floors.
- Sweeping uncarpeted areas.
- Emptying and cleaning bins.
- Spot cleaning of spillages.
- Cleaning desks, seats and skirting boards.
- Cleaning sink and toilet areas and replenishing toiletries.
- Cleaning doors and windows.
- Mix and dispose of all cleaning materials appropriately.
- Checking stock levels of cleaning materials.
- Reporting all defects/hazards immediately to the estates manager or supervisor.
- Ensure corridors and outside walkways remain clear and free of debris.

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

Person Specification

The successful candidate will need to have the following skills and experience as follows:

Essential competencies

- A reasonable level of fitness, ability to bend, push, pull and lift repetitively during working hours and handle heavy equipment or containers used for cleaning.
- Reading skills for following instructions.
- Maths skills for measuring cleaning fluids.
- Ability to work both alone and in a team.
- Able to manage time effectively, self-motivated and with ability to complete tasks to a high



standard without direct supervision.

- Punctual, reliable, and trustworthy.

Desirable competencies

- Awareness of health and safety procedures, knowledge of cleaning chemicals, proper storage, and disposal methods.

The successful candidate will:	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 HR by email recruitment@menuhinschool.co.uk or call 01932 864739.

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

Closing date for applications: **Friday 15 September 2023.**

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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