

MERSEA ISLAND SCHOOL

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Head Teacher: Mrs. T. Wright

Acting Deputy Head: Miss S. Poole

Supporting Information – Applications for Role of School Business Manager

The School

Mersea Island School currently has 437 pupils aged 2-11, this includes a nursery with capacity for up to 48 children. It is the only school on the island, serving a closely knit community. The school is located on Mersea Island, off the coast of Essex and close to Colchester. The area surrounding the school in the town of West Mersea is semi-rural. The island is famous for its oyster cultivation and traditional fishing boats, and has a history of sailing. Pupils derive from a very mixed social background, and many of the pupils have parents and grandparents who attended the school.

The school opened in 1871 on its current site, but has expanded over the years and now sits in 5.5 acres. The accommodation is across seven buildings and includes a new hall, kitchen, reception area, staffroom and offices. We completed a major building project funded through the primary capital programme in 2011, to build two new classrooms and refurbish a further six in order to accommodate our rising pupils on roll in modern, spacious classrooms.

The staff

The school has 2 classes in most year groups and staff collaborate on planning and sharing expertise. Some year groups have more than 60 children, so there are additional classes. In all there are 14 classes at present. Teaching staff include experienced teachers and those in their first few years of teaching. They are ably supported by a team of teaching assistants. Higher level teaching assistants provide the majority of cover throughout the school. The staff are a close-knit and supportive team who work collaboratively to ensure the best learning opportunities for the children.

Our caring community ethos is integral to everything we do. We expect the highest standards of behaviour and every member of the school community to try their best. Effort is recognised and staff are actively encouraged to seek opportunities for regular professional development. Visitors to our school invariably comment on how polite and helpful our pupils are and on the purposeful learning culture across the school.





We are very lucky to have such a wonderful setting and actively explore opportunities for learning beyond the classroom. We have strong partnerships with the wider community and nurture our pupils to become responsible citizens, independent and resilient learners, with high expectations of themselves and who aspire to be the best they can be. We strive to ensure that our children leave us well prepared for the next stage of their education, as well-rounded and caring individuals, who feel proud of their achievements and who take with them some very special lifelong memories to cherish.

Our dedicated staff team work tirelessly to ensure we offer both high quality academic provision and personalised pastoral care. We are committed to ensuring every member of the school community feels safe and valued. We work closely in partnership with school governors, parents, families and the local community to ensure that we continue to deliver the very best educational experience for our pupils.

The staff

The leadership team currently includes 3 phase leaders and 1 inclusion manager who direct and co-ordinate the work of year group teams. The phase leader is responsible for the curriculum and pastoral care of the pupils in their phase. They are also accountable for attainment and progress of the pupils. The acting deputy head has a 0.4FTE class responsibility.

The office team

Finance/HR assistant – 5 days – pupil data, single central record, recruitment procedures and contracts, raising orders, preparing cash for banking, ordering stock, after school clubs, PA to SMT and staff, admissions, school census, clerk to governors.

Office assistant – 4 days – cash collection, admin support for school visits, debtors.

Receptionist – part-time (mornings) – first aid, administering medication, PA to teachers, attendance.

The role

This is a strategic role to ensure that all the 'non-teaching' aspects of school life run with maximum efficiency. The role is therefore wide and varied, but also includes routines and deadlines. The job description is attached to this document.

Finance – all aspects of financial management including reconciliations, reports and returns, preparing reports for governors and Essex County Council, budget forecasting and setting etc. The school uses SIMS management system. There is a help desk, online and face to face training available. As part of the Tiptree and Stanway Consortium, the school also receives support through regular meetings of the finance staff and the consortium manager. The business manager is co-opted onto the governors' finance and premises committee.

Human Resources – the school employs nearly 100 people (it is the largest employer on the island) including cleaners, nursery staff and catering staff. Although the finance/HR assistant produces staff contracts and manages day to day queries, there is inevitably a good deal of other personnel issues and queries which are handled by the business manager in discussion with the headteacher.



The business manager makes the monthly payroll return and supports staff with HR queries and advice. The school subscribes to Essex Schools HR.

Site and facilities management – the school has a site manager and assistant plus a team of cleaners. The site manager is line managed by the business manager. The site manager and his assistant are responsible for the maintenance of the buildings and grounds. They are supported by a premises consultant whose services are bought in by the school. The business manager oversees the team and manages regular lettings and one-off hirers of the buildings.

Catering and midday team – the business manager oversees these areas, working with the catering manager and the senior midday supervisors. The business manager manages the deployment of the midday team.

The school's priorities

The school was inspected by OFSTED in July 2016 and judged as good. We are delighted, but far from complacent and continue to forge ahead to ensure that the highest standards are achieved in all aspects of school life.

Appointing a new business manager is a major event for the school. The successful candidate will join a dedicated team. This is an exciting time to join the school as we continue to develop the curriculum and strive to be the best we can possibly be in all areas of the school's work.

We are all very proud of our school and would strongly encourage you to visit, preferably during the school day, so you can truly capture what the school is like in action. Please contact us to make an appointment.

If you require any further information please contact Sharon Jay at the above address or e-mail office@merseaschool.org

Closing date: Friday 29 March 2019 (midday)

Interview date: Friday 05 April 2019