



Support staff (Academic Year 2009 / 2010)

Bursar's Office

Bursar
Bursar's Assistant
Educational Visits
Co-ordinator

Jean-Marc Hodgkin, BSc, FCA, FSA, ACIS, DChA
Diana Moule, MA (Oxon)
Andrea Lark, MA (Oxon)

Accounts

Accounts Manager
Administrative Assistant
Accounts Receptionist

Gill Hawkins
Dorothy Stanton
Joan Owens

Marketing & Admissions

Marketing Manager
Admissions Manager

Kathy Campbell, BA (Hons), LSTD
Vanessa Hicks

ICT

Senior ICT Manager

Sandy Sutherland, Microsoft Certified
Systems Engineer

ICT Support Engineer
ICT Support Engineer

Tony Mynard, BSc, AI
Rafal Kozaczek, MSc, Microsoft Certified
Systems Engineer

ICT Technician

Jake Goodman

Estate Services

Estates Manager
Head Groundsman
General Assistant (Estates)
Cleaning Supervisor

Sonia Natus
Simon Brookman
Richard Hill
Shirley Neal
+ 20 Cleaners
Brian Phelps
Kevin Ruff
Ian Russell

Groundsman
General Assistant (Estates)
Head of Premises

Office Services & Support

Personal Assistant
to the Headmistress

Administrative Secretary
Careers Assistant
Assistant Exams Officer
Deputy & Assistant
Heads' Secretary
Reprographics/AV Technician
Reprographics
Receptionist/Reprographics
Receptionist and
PE Dept. Admin. Asst.
Staff Support
Personal Assistant to the
Deputy Headmistress

Junior School

Office Manager & PA
to Head of Junior School

Acting Office Manager & PA
to Head of Junior School
Junior School Classroom Assistant
Junior School Classroom Assistant
Junior School Receptionist
Junior School Administrator

Carol Wood, Diploma for
Bi-lingual Secretaries
Alison Holden
Eleanor Fox, BA, MSc
Alison Cavener, BTEC (Exams)

Sheila Cannon
Jill Cheshire
Lynne Hawkins
Lisa Newby

Jane Taylor
Lois Knibbs

Sam Scholten

Louise Daniel
(maternity leave)

Cheryl Thorpe
Susan Jones
Debra Hartwell, BA (Hons), PGCE
Clare Eagles
Emma Garrett, BA (Hons)

P/T Sports Facilities Supervisors

Akeshwar Bains & Andy Muskett (weekdays)
Shirley Neal & Annette Dawkins (weekends)

Catering Services

Catering Manager Myles Lilley
Assistant Catering Manager Carol Cooper
Catering Team

Department Technicians

Food Technology Helen Caffrey
Art Natasha Denton, BA (Hons)
Biology Elaine Foster, BSc
Chemistry Sue Harris
Physics Jill Storey
Design Technology Ana Ward

Library

Librarian Sue Wray, BA (Hons), Dip. Lib, MCILIP
Assistant Librarian Rebecca Bygraves

Health Centre

Nurse Lynda Hughes, RBS (Hons),
RGN Registered Midwife, SCP
Nurse Kate Saunders, RGN