

## MTGS ADMINISTRATIVE AND SUPPORT STAFF 2009/10

STAFF	EMAIL	JOB TITLE	OTHER
<b>SCHOOL OFFICE</b>			
Mrs J Baccino	BaccinoJ	PA to the Headmistress	
Mrs A Regan	ReganA	School Secretary	
<b>RECEPTION</b>			
Mrs J Kirkwood (P/T)	KirkwoodJ	Receptionist	
Mrs A Cave (P/T)	CaveA	Receptionist	
<b>ADMISSIONS</b>			
Mrs S Barrington	BarringtonS	Admissions Officer	
<b>BURSAR'S</b>			
Mr P Gaunt	Philip	Bursar	Joint Schools (based at MTBS)
Mrs A Snape	AnnMarie	Bursar's PA	Joint Schools (based at MTBS)
Mrs J McConville	Judith	Assistant Bursar	Joint Schools (based at MTBS)
Ms C Hurst	Carolyn	Payroll & Cashier	Joint Schools (based at MTBS)
Mr M Tasker	Mark	APs & Budget Clerk	Joint Schools (based at MTBS)
Mr M Roberts	Malcolm	Fees Ledger	Joint Schools (based at MTBS)
Mrs L Smith	Lynne	Accounts Assistant	Joint Schools (based at MTBS)
Mrs J Davidson	JAD	Human Resources Officer	Joint Schools (based at MTBS)
Mrs F Callow	Fay	Human Resources Assistant	Joint Schools (based at MTBS)
<b>SCHOOL NURSE</b>			
Ms A Dalton	ALD	School Nurse	Joint Schools (based at both)
<b>EXAMINATIONS</b>			
Mrs G Hurst	HurstG	Examinations & UCAS Secretary	
<b>ICT</b>			
Mr N Price		ICT Director	Joint Schools (based at both)
Mr S Coughlan	CoughlanS	Computer Networks Manager	
Mr R Jones	JonesR	Network/PC Technician	
<b>CAREERS</b>			
Miss S Burke	SAB	Head of Careers	Joint Schools (based at

			both)
<b>MARKETING &amp; DEVELOPMENT</b>			
<b>Miss M Riches</b>	MJR	Director of Marketing and Development	Joint Schools (based at both)
<b>Miss K Thomas</b>	KAT/devoffice	Development Manager	Joint Schools (based at MTBS)
<b>Mrs D Iddon (P/T)</b>	Doreen/dev office	Development Officer	Joint Schools (based at MTBS)
<b>Miss L E Karban</b>	KarbanL	Marketing & Administrative Assistant	Joint Schools (based at both)
<b>PRINT SERVICES / BOX OFFICE</b>			
<b>Mrs S Nield</b>	NieldS	Reprographics Manager	Joint Schools (based at MTGS)
<b>Mrs A Bramhall (P/T)</b>	BramhallA	Reprographics Assistant	
<b>Mr S Dixon (P/T)</b>	DixonS	Reprographics Technician	
<b>Mr A Best (P/T)</b>		Reprographics Technician	
<b>Miss L E Karban</b>	KarbanL	Marketing & Administrative Assistant	Joint Schools (based at both)
<b>SEN</b>			
<b>Mrs T Lewinska</b>	LewinskaT	SEN Co-ordinator	
<b>CATERING</b>			
<b>Mrs S Ford</b>	FordS	Catering Manager	
<b>Mrs Carol Clarke</b>			
<b>Mrs Marie Molloy</b>			
<b>Mrs Jackie Beddoe</b>			
<b>Mrs Alison Donnelly</b>			
<b>Mrs Mary Callear</b>			
<b>Mrs Veronica Jones</b>			
<b>Mrs Trish Watkinson</b>			
<b>Mrs Julie Alliston</b>			
<b>Mrs Bernie Kelley</b>			
<b>Mrs Gina Williams</b>			
<b>Mrs Joyce Kehoe</b>			
<b>Mrs Carole Brownhill</b>			
<b>Mrs Irene Roxburgh</b>			
<b>CCF OFFICER</b>			
<b>Charlie Ryan</b>	CER		
<b>TECHNICIANS</b>			
<b>Mrs S Cheetham</b>	CheethamS		
<b>Mrs J Heckford (P/T)</b>	HeckfordJ		
<b>Mrs S Childs (P/T)</b>	ChildsS		
<b>Miss L Harrison</b>	HarrisonL		

<b>Mrs M Woods</b>	WoodsM		
<b>PROPERTY MANAGER</b>			
<b>Mr F Irwin</b>	FAI		Joint Schools (based at both)
<b>CARETAKERS</b>			
<b>Mr F Meaney</b>	MeaneyF	Head Caretaker	
<b>Mr T Seddon</b>		Caretaker	
<b>GROUNDSMEN</b>			
<b>Mr D Carney</b>		Gardener	