

MTGS ADMINISTRATIVE AND SUPPORT STAFF 2011/12

STAFF	EMAIL	JOB TITLE	OTHER
SCHOOL OFFICE			
Mrs J Baccino	J.Baccino	PA to the Headmaster	
Mrs A Regan	A.Regan	School Secretary	
RECEPTION			
Mrs A Cave (P/T)	A.Cave	Receptionist	
Mrs J Kirkwood (P/T)	J.Kirkwood	Receptionist	
ADMISSIONS			
Mrs S Barrington	S.Barrington	Admissions Officer	
BURSAR'S			
Mrs A Pope	A.Pope	Bursar	Joint Schools (based at MTBS)
Ms C Hurst	C.Hurst	Payroll Administrator	Joint Schools (based at MTBS)
Mr M Tasker	M.Tasker	Financial Administrator	Joint Schools (based at MTBS)
Mrs D Smith	D.Smith	Fees and Credit Controller	Joint Schools (based at MTBS)
Mrs L Smith	L.Smith	Accounts Payable Administrator	Joint Schools (based at MTBS)
Mr D Norton	D.Norton	Financial Accountant	Joint Schools (based at MTBS)
Mrs J Davidson	J.Davidson	Human Resources Manager	Joint Schools (based at MTBS)
Miss D Brady	D.Brady	Finance Assistant	Joint Schools (based at MTBS)
Mr F Irwin	F.Irwin	Property Manager	Joint Schools (based at both)
SCHOOL NURSE			
Miss A L Dalton	A.Dalton	School Nurse	Joint Schools (based at both)
EXAMINATIONS			
Mrs J Custard	J.Custard	Head of Examinations	
Mrs G Hurst	G.Hurst	Examinations & UCAS Secretary	
ICT			
Mr N J Price	N.Price	Director of ICT	Joint Schools (based at both)
Mr S Coughlan	S.Coughlan	Computer Networks Manager	
Mr A Heighway-Sephton	A.Heighway-	New Media and ICT Technician	

	Sephton		
CAREERS			
Miss S Burke	S.Burke	Head of Careers	Joint Schools (based at both)
MARKETING & DEVELOPMENT			
Miss M J Riches	M.Riches	Director of Marketing and Development	Joint Schools (based at both)
Miss K A Thomas	K.Thomas	Development Manager	Joint Schools (based at MTBS)
Mrs D S Iddon	D.Iddon	Development Officer	Joint Schools (based at MTBS)
Miss L E Karban	L.Karban	Marketing & Administrative Assistant	Joint Schools (based at both)
PRINT SERVICES/BOX OFFICE			
Mrs S Nield	S.Nield	Reprographics Manager	Joint Schools (based at MTGS)
Mrs A Bramhall (P/T)	A.Bramhall	Reprographics Assistant	
Mr S Dixon (P/T)	S.Dixon	Reprographics Technician	
Mr A Best (P/T)	A.Best	Reprographics Technician	
Miss L Karban	L.Karban	Marketing & Administrative Assistant	Joint Schools (based at both)
LLD			
Mrs L Rimmer	L.Rimmer	LLD Co-ordinator	
CATERING			
Mrs S Ford	S.Ford	Catering Manager	
Mrs C Clarke			
Mrs M Molloy			
Mrs J Beddoe			
Mrs J Schofield			
Mrs Aryeetey			
Mrs M Callear			
Mrs V Jones			
Mrs J Alliston			
Mrs G Williams			
Mrs J Kehoe			

Mrs C Brownhill			
Miss L Heaton			
Mrs S Higham			
Mrs E Pike			
CCF OFFICER			
Charlie Ryan	C.Ryan		
TECHNICIANS			
Mrs S Cheetham	S.Cheetham		
Mrs J Heckford (P/T)	J.Heckford		
Mrs S Childs (P/T)	S.Childs		
Miss L Harrison	L.Harrison		
Mrs M Woods	M.Woods		
CARETAKERS			
Mr F Meaney	F.Meaney	Head Caretaker	
Mr T Seddon	T.Seddon	Caretaker	
GROUNDSMEN			
Mr D Carney	D.Carney	Gardener	