

MTBS ADMINISTRATIVE AND SUPPORT STAFF 2011/12

STAFF	EMAIL	JOB TITLE	OTHER
SCHOOL OFFICE			
Mrs S Maitland	S.Maitland	PA to the Headmaster	
Mrs M Delaney (p/t)	M.Delaney	PA to the Headmaster	
Mrs D J Carr	D.Carr	School Secretary	
RECEPTION			
Mrs C L Latham (P/T)	C.Latham	Receptionist	
Mrs V M Mahoney (P/T)	V.Mahoney	Receptionist	
ADMISSIONS			
Mrs P M Saffer	P.Saffer	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 Blease	J.Blease	Examinations Officer	
ICT			
Mr N J Price	N.Price	Director of ICT	Joint Schools (based at both)
Mr R M Jones	R.Jones	PC/Network technician	
Miss E M Swift	E.Swift	ICT Administrator	
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 Assistant	Joint Schools (based at both)
SPORTS CENTRE			
Mr J Coombes	J.Coombes	Sports Centre Manager & Development Co-ordinator	Joint Schools (based at MTBS)
PRINT SERVICES/BOX OFFICE			
Mrs S Nield	S.Nield	Reprographics Manager	Joint Schools (based at MTGS)
CATERING MANAGER			
Mr R Davies	Robbie.Davies@Sodexo.com		
CCF OFFICER			
Charlie Ryan	C.Ryan		
CARETAKERS			
Mr J McKenna	J.McKenna	Head Caretaker	
Mr S Taylor		Caretaker	
Mr J Horrocks		Handyman	
Mr V Iwuchiskwu		Caretaker	
GROUNDSMEN			
Mr D Bradshaw		Head Groundsman	
Mr S Ridings		Groundsman	
Mr P Drummond		Hall Road Groundsman	
LABORATORY TECHNICIANS			
Mr A J Moore			
Mr D J Woods			
Mrs A J Dunn			
Mrs M V Terry			