

MTGS ADMINISTRATIVE AND SUPPORT STAFF 2017/18

STAFF	EMAIL	JOB TITLE	OTHER
SCHOOL OFFICE			
Mrs J Baccino	J.Baccino	PA to the Headmistress	
Mrs A Regan	A.Regan	School Secretary	
RECEPTION			
Mrs J Price (P/T)	J.Price	Receptionist	
Mrs A Albert	A.Albert	Receptionist	
ADMISSIONS			
Mrs S Barrington	S.Barrington	Admissions Officer	
FINANCE OFFICE			
Miss H Swain	H.Swain	Payroll and Pensions Administrator	Joint Schools (based at MTBS)
Mrs J Barnes	J.Barnes	Finance Assistant	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 D McKnight	D.McKnight	Purchase Ledger Administrator	Joint Schools (based at MTBS)
Mr D Norton	D.Norton	Financial Accountant	Joint Schools (based at MTBS)
Miss D Brady	D.Brady	Finance Assistant – Schools and Trading	Joint Schools (based at MTBS)
HUMAN RESOURCES			
Mrs J Davidson	J.Davidson	Human Resources Manager	Joint Schools (based at MTBS)
Mr S Murphy	S.Murphy	Human Resources Officer	Joint Schools (based at MTBS)
PROCUREMENT & ESTATE			
Mr A Beattie	A.Beattie	Estates and Facilities Manager	Joint Schools (based at both)
Mr A Marsden	A.Marsden	Procurement Manager	Joint Schools (based at MTBS)
EXAMINATIONS			
Mrs M Surridge	M.Surridge	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-Sephton	New Media and ICT Technician	

Mr D Taylor	D.Taylor	Junior ICT Technician	Joint Schools (based at MTBS)
CAREERS			
Mrs V Mee	V.Mee	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)
Mrs D S Iddon	D.Iddon	Development Officer	Joint Schools (based at MTBS)
Miss E Cook	E.Cook	Marketing Officer	Joint Schools (based at both)
Mr J Reid	J.Reid	Alumni Relations	Joint Schools (based at MTBS)
Mrs L Connor	L.Connor	Fundraising Manager	Joint Schools (based at both)
PRINT & DESIGN SERVICES/BOX OFFICE			
Mr A Best (P/T)	A.Best	Reprographics Technician	Joint Schools (based at MTGS)
M J Cagna	J.Cagna	Reprographics Technician	Joint Schools (based at MTGS)
CATERING			
Mrs S Ford	S.Ford	Catering Manager	
Mrs C Clarke		Pastry Chef	
Mrs J Beddoe		Waitress	
Mrs J Schofield		Catering Assistant	
Mrs Aryeetey		Catering Assistant	
Mrs V Lovelady		Catering Assistant	
Mrs J Alliston		Catering Assistant	
Mrs S Cosens		Catering Assistant	
Mr L Jones		Catering Assistant	
Mrs T Finnegan		Catering Assistant	
Miss K Keegan		Catering Assistant	
Mrs S Simon		Welfare	
Mrs S Higham		Catering Assistant	

CCF OFFICER			
Charlie Ryan	C.Ryan		Joint Schools (based at MTBS)
TECHNICIANS			
Mr D Borrows	D.Borrows		
Mrs S Lacy	S.Lacy		
Mrs L Winn	L.Winn		
Mrs M Woods	M.Woods		
CARETAKERS			
Mr F Meaney	F.Meaney	Head Caretaker	
Mr T Seddon	T.Seddon	Caretaker	
Mr G Keegan	G.Keegan	Caretaker	
Mr D Hodgson	D.Hodgson	Caretaker	
GROUNDSMEN			
Mr D Carney	D.Carney	Gardener	