

Holy Trinity CE Primary School

Staffing Structure & Operational Areas of Responsibility (2016-2017)

Pamela O'Brien (Head Teacher)	
• Whole School Development • Health and Safety • Safeguarding & Child Protection • Vision & Values • Admission Arrangements	• Performance Management • Standards & Progress • Leadership & Management • Strategic Development
Governors assigned to specific areas of responsibility	

Val Woods (SENCO 2 days)	Jo Griffiths (Deputy Head)
SEN+D • Intervention arrangements • Parent liaison • Vulnerable groups (provision map pupil premium, EAL, LAC, GnT)	Assessment • Data tracking and analysis • Feedback and Marking • TA line manager • Website • Teaching & Learning • Behaviour • Safeguarding & Child Protection
LINK GOVERNOR: Stephanie Hynard	LINK GOVERNOR: Aileen Boaler

Curriculum Teams

Michelle Wallbanks KS2	Jo Griffith (Su Tomes EYFS)	Stacey Harding KS1
Creativity • Mathematics • Art & Design • Design & Technology • Music • Cookery • Drama	Humanities • Science • Physical Education • Computing • Geography • History • EYFS	Communication • English • MFL • Collective Worship • PSHE/P4C • RE • SMSC
Michelle Wallbanks (Teacher)	Su Tomes (Teacher)	Stacey Harding (Teacher)
Deborah Donnellan (Teacher)	Fiona Fargher (Teacher)	Elizabeth Neale (Teacher)
Anita Thomas-Titre (TA KS1/ELSA)	Rachel Brown (Teacher)	Lori Smith (Teacher)
Janine Bohdjalian (TA KS1)	Jane Jeremiah (TA KS2)	Sharon Reader (TA KS1)
Fiona Jans (TA KS1)	Rhian Hunt (TA KS1)	Tracy Duncan (NNEB EYFS)
Debbie Marriner (TA KS2)	Sarah Hing (TA EYFS)	Yvonne Hunter (TA KS2)
June Puckett (TA KS2)	Alisa Lazar (TA KS2)	Emma Free (HLTA KS1)
LINK GOVERNOR: Sue Sleigh	LINK GOVERNOR: Tim Fettes LINK GOVERNOR (EYFS): Peter Grover	LINK GOVERNOR: Reverend Roy

Caretaker Sandra Hill	Financial & Safety Manager Wendy Poulter	Administration Sarah Lawson
• Grounds Maintenance • Building Maintenance • Cleaning • After school opening • Site Safety and Security • Main key holder	• Budget planning • Staff wages • Purchasing & Sales • Caretaker line manager • Catering • Medical • Breakfast club • Single Central Record Keeping/DBS	• Receptionist • Newsletter • Pupil administration • Admission arrangements • General administration & record keeping • Attendance records • SIMS updates
LINK GOVERNOR: Ian Meadows	LINK GOVERNOR: Catherine Miller	

Clerk to the Governing Body: Carol Elsasser