



## The Redway School - Administration Structure January 2019

Business Manager - Frances Hawkes

PA To Headteacher / GDPR - Alison Grigson

Premises Manager - Jenny Blackwell

Personnel Manager - Emma Lovelock

Finance Assistant- Andrea Brown

Reception Manager (Main Site) - Jennifer Poplar

Transitions Receptionist and Team Teach Administration - Jackie Flynn

Receptionist - Tina Whittle

Receptionist (Part Time - both sites) - Helen Thompson

EHC Administration (Part Time) - Sam Preston

Notes: Currently under review as from Summer Term 2019.