



# BURGESS HILL

— GIRLS —

Tomorrow's Women

## 2.3 NON-TEACHING STAFF LIST 2021/2022

### Mr Graham Bond

### Bursar

#### ESTATE & SERVICES

Mr Richard Moses

Assistant Bursar, Estate & Services

#### ACCOUNTS

Mrs Kirsty Howson BA (Hons) FCCA

Mrs Julia Shaw

Mrs Katharine Wells

Mrs Sally Franklin

Assistant Bursar, Finance

Sales Ledger Administrator

Purchase Ledger Administrator

Payroll Administrator

#### CATERING

Mr Alan Pierce

Mrs Lynn Wood

Chef Manager

Catering & Events Assistant

#### DATA MANAGEMENT

Mr Richard Shepherd

Data Systems Manager

#### EXAMINATIONS

Mrs Gabby Mills

Examinations Officer

#### HOUSEKEEPING

Mrs Sarah Smart

Housekeeping Manager

#### HUMAN RESOURCES

Mrs Gillian Coleman Chartered MCIPD

HR Manager

#### IT

Mr Tim Osborne

Mr Kevin Pethick

Mr Alex Sioufi

Network Manager

Senior IT Technician

IT Technician

#### LRC

Ms Yve Akehurst

Head of LRC

#### MARKETING/ADMISSIONS

Mrs Jenna Fleming

Miss Rosie McEvoy

Miss Amber Balman

Miss Chloe Shilton

Head of Events & Offterm

UK & International Admissions Officer

Digital Media & Comms Officer

Admissions Assistant

#### MEDICAL

Mrs Liz Hall

Mrs Liz Bingham

Nurse

School Counsellor

#### SECRETARIAL

Miss Anna Hooper

PA to the Head

Mrs Deborah Gunn  
Miss Beth Burrage  
Ms Tracey Pearson  
Mrs Denise Russell  
Mrs Carolyn Thornton

**TRANSPORT**

Ms Sarah Wiltshire

PA to the Head of Prep School  
Secretary/Receptionist  
Administration Assistant  
Secretary/Receptionist  
Secretary/Receptionist

Transport Co-ordinator