



BURGESS HILL
— GIRLS —
Tomorrow's Women

2.3 NON-TEACHING STAFF LIST 2023/2024

ACCOUNTS

Mr David Payne

Mrs Kirsty Howson BA (Hons) FCCA

Miss Emma Bell

Mrs Katharine Wells

Mrs Sally Franklin

Interim Bursar

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

ESTATE & SERVICES

Mr Richard Moses

Assistant Bursar, Estate & Services

EXAMINATIONS

Mrs Gabby Mills

Examinations Officer

HOUSEKEEPING

Mrs Sarah Smart

Housekeeping Manager

Human Resources

Mrs Claire Morley

HR/Assistant to DFO

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

Mrs Natasha McGrory

Miss Rosie McEvoy

Miss Holly Adams

Miss Chloe Shilton

Head of Events & Offterm

Events Officer

UK & International Admissions Officer

Design and Communications Officer

Admissions Assistant

MEDICAL

Mrs Liz Hall

Mrs Liz Bingham

Nurse

School Counsellor

SECRETARIAL

Miss Anna Hooper

Mrs Deborah Gunn

Miss Beth Burrage

Ms Sarah Shread

Mrs Denise Russell

Mrs Carolyn Thornton

PA to the Head

PA to the Head of Prep School

Secretary/Receptionist

Administration Assistant

Secretary/Receptionist

Secretary/Receptionist

TRANSPORT

Mrs Sarah Smart

Transport Manager