



BURGESS HILL
— GIRLS —
Tomorrow's Women

2.3 SUPPORT STAFF LIST 2024/2025

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 Anne Pithie
Mrs Jenna Fleming
Mrs N McGrory
Miss Rosie McEvoy
TBC
TBC

Director of Marketing and Communications
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
Secretary/Receptionist/TA
Secretary/Receptionist
Secretary/Receptionist

TRANSPORT

Mrs Sarah Smart

Transport Manager