



**BURGESS HILL**  
— GIRLS —  
Tomorrow's Women

## 2.3 NON-TEACHING STAFF LIST 2022/2023

**Mr Graham Bond**

**Bursar**

**ESTATE & SERVICES**

Mr Richard Moses

Assistant Bursar, Estate & Services

**ACCOUNTS**

Mrs Kirsty Howson BA (Hons) FCCA

Assistant Bursar, Finance

Miss Emma Bell

Sales Ledger Administrator

Mrs Katharine Wells

Purchase Ledger Administrator

Mrs Sally Franklin

Payroll Administrator

**CATERING**

Mr Alan Pierce

Chef Manager

Mrs Lynn Wood

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

Network Manager

Mr Kevin Pethick

Senior IT Technician

Mr Alex Sioufi

IT Technician

**LRC**

Ms Yve Akehurst

Head of LRC

**MARKETING/ADMISSIONS**

Mrs Jenna Fleming  
Miss Rosie McEvoy  
Miss Holly Adams  
Miss Chloe Shilton

Head of Events & Offterm  
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**

Ms Sarah Wiltshire

Transport Co-ordinator