

The Admin Team

Our team is made up of:

Mrs Chrissie Folksman, Mrs Diane Ashford and Mrs Tamsin Birkett (pictured left to right)



Mrs Birkett, Clerical Assistant, is your first point of call when you visit school or make a phone call. She will answer your queries and when necessary re-direct you to another member of staff. Mrs Birkett has a full range of duties including recording pupil attendance, copying and distributing communications with parents and general administration duties.

Mrs Folksman, Administrator, is based in the main office reception area and is responsible for the administration of school meals, educational visits, parent communication and managing the school pupil data base, to name but a few of her many duties!

My name is Diane Ashford and I am the Bursar. I manage our fantastic Admin Team and I am also a member of the Senior Leadership Team. I look after the 'business' side of the school including management of the school budget and personnel administration. I ensure that the school is stocked with everything the staff need to teach your children and, together with the dedicated maintenance and cleaning staff, that the building is a safe, clean and pleasant place for your children.

I have worked in the school for 20 years and I have seen many changes over the years. What remains constant is the dedication of the school staff in ensuring the excellent education, social development, and nurturing environment for your children.

I know that the service our Admin Team provide is valued by our school community and would welcome your feedback if you think there is something we could be doing better or if there is something you particularly like. My direct phone number is 01606 288131 should you wish to contact me about the service we provide.