



Central Bedfordshire Council
2010 Directory for Schools

Schools' Directory

To email any of the council employee's below, follow the pattern:
forename.surname@centralbedfordshire.gov.uk - eg.
joe.bloggs@centralbedfordshire.gov.uk

	Role	Core Responsibilities	Role currently held by:	Telephone No.
	Deputy Chief Executive, Director of		Edwina Grant	0300 300 4229
	PA to Director of Children's Services		Annette Eversden	0300 300 4498
Children's Services Operations				
	Interim Assistant Director, Children's Services Operations	Specialist services encompass children's social care, including family support, fostering & adoption and disabled children's service. Also includes the special education needs, monitoring and assessment and educational psychology.	Mark Wheeler	0300 300 4932
	PA, Children's Services Operations		Victoria Cortell-Ibanez	0300 300 6044
Quality Assurance CRS Service	General enquiries			0300 300 8142

	Head of Quality Assurance CRS (Care Records Service) Service	Responsible for Conference and Review service, convening and chairing child protection conferences, reviews of looked after children and those receiving short term breaks. Also for hosting and managing Bedford Borough and Central Bedfordshire's Safeguarding Children Board Business Support Team, including the LSCB training function, the Family Group Meeting service, the Audit Programme with Children's Specialist Services and Allegations Management.	Sue Ioannou	0300 300 6664
	Team Manager Conference and Review	Convenes and chairs child protection conferences, statutory reviews of Looked After Children and reviews of children receiving short term breaks with the purpose of reviewing and monitoring the quality and effectiveness of child protection plans for children at continuing risk of significant harm, and care planning for Looked After Children. Manages the record of children subject to child protection plans, missing children records, records of persons posing a risk and notifications of looked after children placed in Central Bedfordshire by other local authorities.	Isabel Wilks	0300 300 6673
	CBSCB Business Support Manager	Co-ordinates what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children within Central Bedfordshire and ensuring the effectiveness of the work undertaken for that purpose.	Sally Stocker	0300 300 6674
	CBSCB Training and Commissioning Manager	See above.	Eileen Moran	0300 300 6672

	Allegations Manager	Implements policies and procedures to ensure the recording, monitoring and tracking of concerns and allegations against professionals and volunteers who work with children and young people. The Allegations Manager chairs complex strategy meetings in relation to those professionals against whom an allegation has been made.	Interim: Rosemary Webster. Jacqueline Barry	0300 300 6677
	Family Group Meeting Manager	Supports the preventative family support agenda, in seeking to reduce the number of children who become looked after by positively intervening to explore opportunities within families and the community to support children at risk of accommodation as a result of family breakdown and works with families to seek their engagement with child protection plans and Children in Need Plans thus ensuring children are safe.	Thomas Sanctuary	0300 300 6729
Education Welfare				
	Principal Education Welfare Officer (EWO)	EWOs support schools to ensure that all children regularly and punctually attend the school at which they are registered. EWOs support individual children who are experiencing attendance difficulties, initiate legal action against the parents of persistent non-attenders and advise schools on strategies to improve attendance. See below for the contact details for your school.	Martin Smith	0300 300 6995
	Deputy Principal Education Welfare Officer		Andrew Copperwheat	0300 300 6291

	Educational Welfare Officer	<p>Upper: Manshead CofE VA</p> <p>Middle: Fulbrook, Holywell CofE, VA, Streetfield</p> <p>Lower: Aspley Guise, Caddington Village School, Church End, Cranfield VC, Downside, Hockliffe, Houghton Conquest, Husborne Crawley, Kensworth VC, Ridgmont, Shelton, Slip End, St Mary's RC, Studham CofE VC, Swallowfield, Thomas Johnson, Woburn.</p>	Ann Mullane	0300 300 5713
	Educational Welfare Officer	<p>Upper: All Saints</p> <p>Middle: Kings Houghton</p> <p>Lower: Beecroft, Hawthorn Park, Houghton Regis, St Vincent's RC, Thomas Whitehead CofE School, Thornhill, Tithe Farm</p> <p>Nursery: Westfield Nursery.</p>	Anne Devine	0300 300 6935
	Educational Welfare Officer	<p>Upper: The Cedars, Vandyke</p> <p>Middle: Brooklands, Gilbert Inglefield, Leighton, Linslade</p> <p>Lower: Beaudesert, Clipstone Brook, Dovery Down, Greenleas, Heathwood, Leedon, Linslade, Mary Bassett, Pulford CofE VA, Southcott, St George's, St Leonards Heath and Reach VA, Stanbridge.</p>	Debi Murdoch	0300 300 6862
	Educational Welfare Officer	<p>Upper: Queensbury</p> <p>Middle: Ashton CofE VA, Brewers Hill, Mill Vale, Priory</p> <p>Lower: Ardley Hill, Ashton St Peter's VA CofE Dunstable, Dunstable Icknield, Eaton Bray, Hadrian, Lancot, Lark Rise, St Christopher's, Totternhoe, Watling</p> <p>Special/Nursery: Willow, Glenwood School, Hillcrest School, Weatherfield School.</p>	Janet Mead	0300 300 6930

	Educational Welfare Officer	<p>Upper: Samuel Whitbread Middle: Edward Peake CofE VC, Etonbury, Henlow VC, Holmemead, Robert Bloomfield Lower: All Saints VA CofE, Caldecote VC, Campton, Derwent, Dunton VC, Fairfield Park, Gothic Mede, Gravenhurst, Haynes, Langford, Lawnside, Meppershall CofE VA, Northill CofE VA, Raynsford VC, Roecroft, Shefford, Shillington, Southill, Southlands, St Andrew's CofE VC, St Mary's VA CofE, St Mary's VC, Stondon Special/Nursery: Arlesey, The Lawns, Hitchmead School, Sunnyside School.</p>	Julie Maher	0300 300 6900
	Educational Welfare Officer	<p>Upper: Sandy, Stratton Middle: Burgoyne, Sandye Place Lower: Everton, John Donne CofE, Laburnum, Maple Tree, Moggerhanger, Potton, Robert Peel, St Swithun's VC, Sutton CofE VA, Wrestlingworth CofE VC.</p>	Rachel Edwards	0300 300 4952
	Educational Welfare Officer	<p>Upper: Redbourne, Harlington Middle: Alameda, Arnold, Parkfields, Woodland Lower: Chalton, Eversholt, Flitwick, Greenfield CofE VC, Harlington, Kingsmoor, Maulden, Pulloxhill, Ramsey Manor, Russell, Silsoe CofE VC, Sundon, Templefield, The Firs, Toddington St George, Westoning Special/Nursery: Oak Bank School.</p>	Shelley Hughes	01525 840 426
	Safeguarding Education Officer	The Education Safeguarding Officer provides training and advice to schools on issues related to safeguarding and child protection.	Carol Farrant	0300 300 6994

	Children Missing Education Officer (CME)	The CME Officer is responsible for identifying and tracking children who may be missing from education.	Helen Manley	0300 300 6128
	Child Employment/ Children in Entertainment Office	This officer is responsible for monitoring child employment and children in entertainment and for issuing work permits and performance licences.	Helen Barron	0300 300 4953
	Free School Meals Administrator (FSM)	The FSM Administrator is responsible for processing applications for Free School Meals from parents whose children are entitled to receive FSMs.	Gina Rose	0300 300 4950
	Elective Home Education Adviser (EHE)	The EHE Adviser is responsible for carrying out the responsibilities of the local authority in relation to children whose parents choose to home educate them.	Angus McCormick	01462 712336
Adoption and Fostering				
	Head of Adoption and Fostering	Provides full fostering and adoption service for Central Bedfordshire and Bedford Borough. Responsible for private fostering and special guardianship for the two unitary authorities.	Fiona MacKirdy	0300 300 6752
	Fostering Team Manager	Provides fostering placements to looked after children in Central Bedfordshire and Bedford Borough and receives and assesses private fostering notifications.	Carol Noble	0300 300 8090
	Adoption Team Manager	Assesses prospective adoptive parents, finds adoptive placements for children and assesses and provides adoption services.	Jane Singh	0300 300 8090
Integrated Youth Support Service				

	Head of Integrated Youth Support	Responsible for Youth Services, Youth Centres, Connexions and FAST (Family Adolescent Support Team). See below for the contacts in your area.	Ketan Gandhi	0300 300 4821
	Role Information: Connexions Personal Advisors	<ul style="list-style-type: none"> • Work in schools, colleges, Connexions Centres and other agencies' premises, community centres and through outreach. Provide impartial information, advice and guidance to young people with a particular focus on further education and employment • Help young people make the right choices and make a successful transition into adult life • Identify those young people who may need additional help to overcome personal difficulties and obstacles to learning and progression. • Refer young person to specialist organisations where appropriate • PAs provide specific support for young people with learning difficulties and disabilities • Connexions Personal advisors can advise on careers, housing, health, money, young people's rights, education and training – routes and courses, relationships, substance misuse and addiction and leisure and personal development opportunities. 		

	Role Information: Workers	Youth	<p>Adds to the formal educational experiences of young people in school or college by offering an educational programme in informal settings such as youth clubs, street corners, parks and cafes. Youth Workers may also work in schools and colleges.</p> <p>The youth work programme seeks to enable young people to make informed decisions about their own lives and aims to contribute to their personal and social development.</p> <p>Youth Workers might run discussion groups, organise activities with young people, take young people on residential weekends, use arts or music or drama to encourage young people to express themselves.</p> <p>Youth Workers spend time talking and listening to young people. Their conversations may focus on issues such as health, drugs, sex, bullying, money matters, anger management, racism, housing, aspirations, employment and school.</p> <p>The work undertaken by youth workers in schools can be accredited through ASDAN.</p>		
	Dunstable and Houghton Regis				
	Area Manager			Olwen Davies	0300 300 4722
	Senior Personal Advisor			Susan Heels	01582 884590
	Senior Youth Worker			Tara Earnshaw	0300 300 4723
	Leighton Buzzard				
	Area Manager			Dee Thomas	01582 818700

	Senior Personal Advisor		Susan Holditch	0300 300 6457
	Youth Worker		Sarah Lee	0300 300 6458
	Central Rural Bedfordshire:			
	Area Manager		Bert Guy	0300 300 4822
	Personal Advisor for Harlington		Katrina Armstrong	07817 682891
	Personal Advisor for Redborne		Lucy Wanji	0300 300 4744
	Youth Worker		Toby Johnston	0300 300 6857
	Central Rural Bedfordshire:			
	Area Manager		Bert Guy	0300 300 4822
	Personal Advisor		Camay Garlick	0300 300 4739 07837 123631
	Youth Worker		Hafizul Rahman	0300 300 6858
	Sandy and Biggleswade			
	Area Manager		Denise Rayner	0300 300 6776
	Senior Personal Advisor		Gillian Boydell	01234 718644
	Senior Youth Worker		Lisa Wright	01234 718655
SEN (Special Education Needs)	& Inclusion			
	Head of SEN and Inclusion	Responsible for education psychology and specialist advisory support services, statutory assessment and monitoring team and the virtual school for looked after children's teams and special needs and inclusion programme.	Helen Redding	0300 300 6057
	Principal Educational Psychologist		Claire Harvey	0300 300 6186
	SEN Assessment and Monitoring		Margaret Williams	0300 300 4782
	Virtual School Head		Dawn Day	0300 300 6888
Early Childhood Intervention	and Prevention			

	Head of Early Childhood Intervention	EarlyYears and Childcare, Childrens Centres, Extended Schools, Parenting and Think Family, Child Poverty, TaMHS.	Sue Tyler	0300 300 6553
	Child Development Team Leader	Offers support and advice on any aspects of childcare, including before and after school clubs, pre-school or holiday provision. Types of queries covered include: <ul style="list-style-type: none"> • Expanding services • Sourcing funding for new projects • Help with staffing – recruitment, interviewing, job descriptions • Aspects of Self Evaluation for Childcare • Enhancing quality of childcare provision See below for the contact details for your school.		
		Leighton Buzzard	Heather Knox	0300 300 6615
		Dunstable and Houghton Regis	Heather Sandison	0300 300 6538 07854 228792
		Sandy & Biggleswade	Eileen Branney	0300 300 6165 07891 867685
		Mid Beds	Linda McKay	0300 300 6537
	Extended Services Co-ordinator	Offers support and advice directly to schools on all aspects of Extended Services either directly or through the local Extended Schools Co-ordinator, also administers the disadvantage subsidy to improve the impact of Extended Services.	Jo Allen	0300 300 6093 07825 034849

	Parenting Team Leader	Offers a range of support to parents and children from individual short term support on a 1:1 basis with parents, to group parenting and family programmes. The Parenting Team Leader will give advice as to the best route on needs identified by the school.	Ginny Redbond	0300 300 4925 07717 547419
	Childrens Centre Team Manager	Your local Childrens Centre focuses on children 0-5 and provides a range of services including child and family health, family activities, links with Job Centre Plus, information and advice on early years provision, parenting support, and support to access wider and more specialist services. See below for the contact details for your school.		
		Arlesey Children's Centre – covering Arlesey ward.		07794 333 272
		Beehive Children's Centre – covering Northfields, Dunstable Central and Chiltern wards. Beecroft Lower School, Westfield Road, Dunstable, LU6 1DW		01582 699092
		Chestnut Children's Centre – covering Potton and Wensley ward. Potton Lower School Site, Everton Road, Potton, Bedfordshire, SG19 2PS		07546 077 159
		Downside Neighbourhood Centre – covering Manshead ward. The Annexe, Downside Lower School, Oakwood Avenue, Dunstable, LU5 4AS		01582 666403

		Flitwick Children's Centre – covering Flitwick, Flitwick East and West wards. Flitwick Clinic, The Highlands, Flitwick, MK45 1DZ		01525 631223
		Roundabout Children's Centre – covering Plantation, Planets, All Saints and Linslade wards. St Georges Lower School, East Street, Leighton Buzzard, LU7 1EW		01525 384368
		Marston Vale Children's Centre – covering Marston Moretaine wards. Church End Lower School, Church Walk, Marston Moretaine, MK43 0NE		07976 556852
		Orchard Children's Centre – covering Southill & Old Warden and Shefford, Campton, Gravenhurst, Clifton & Meppershall wards. Shefford Lower School, School Lane, Shefford, SG17 5XA		01462 615115
		Parkside Neighbourhood Centre – covering Parkside ward. Hawthorn Park Lower School, Parkside Drive, Houghton Regis, Dunstable, LU5 5QN		01582 758023
		Sandy Community Children's Centre – covering Sandy Ivel, Sandy Pinnacle, Northill and Blunham wards. Laburnham Lower School Site, Laburnham Road, Sandy, Bedfordshire SG19 1HQ		07546 077 159

		Helter Skelter Children's Centre - Toddington, Stanbridge & Streatley wards. Toddington St George Lower School, Manor Road, Toddington LU5 6AJ		01525 384368
		Bluebell Children's Centre – Caddington, Hyde & Slip End, Kensworth, Tottenhoe and Eaton Bray wards Slip End Lower School, Rossway, Slip End, LU1 4DD		01525 384368
		Linked site Buttercup Children's Centre. Eaton Bray Lower School, School Lane, Eaton Bray, Bedfordshire. LU6 2DT		01525 384368
		The Lawns Early Excellence Children's Centre – covering Biggleswade Holme, Ivel and Stratton wards. The Baulk, Biggleswade, SG18 0PT		01767 312312
		Tithe Farm Neighbourhood Centre – covering Tithe Farm and Houghton Hall wards. Tithe Farm Lower School, Tithe Farm Road, Houghton Regis, LU5 5JB		01582 867692
		Stotfold Children's Centre – covering Stotfold ward. St. Marys Lower School Stotfold, Rook Tree Lane, Stotfold, Hitchin, Hertfordshire SG5 4DL		stmarysstotfold@schools.bedfordshire.gov.uk
		Silsoe Children's Centre – covering Silsoe, Flitton, Greenfield and Pulloxhill, Westoning and Tingrith wards. Silsoe Lower School, High Street, Silsoe, Bedfordshire MK45 4ES		01525 860247

		Ampthill Children's Centre – covering Ampthill, Maulden, Clophill, Houghton Conquest and Haynes wards		01525 384368
		Linslade Children's Centre – covering Southcott, Grovebury, Heath & Reach wards. Leopold Road, Leighton Buzzard, Bedfordshire LU7 2QU		01525 384368
		Barton-le-clay Children's Centre – covering Barton Le Clay ward. Ramsey Manor Manor Lower School, Manor Road, Barton-le-clay, Bedfordshire MK45 4NS		01525 384368
		Cranfield Children's Centre - covering Cranfield, Woburn and Aspley Guise wards. Cranfield Lower School, Court Road, Cranfield, Bedfordshire MK43 0DR		01525 384368
		Henlow Children's Centre – covering Henlow, Shillington, Stondon wards and Henlow Camp. Stondon Lower School, Hillside Road, Upper Stondon, Henlow.		01462 850288
		Icknield Children's Centre – Icknield and Watling wards.		01525 384368
Integrated Process Service				

	Head of Integrated Process	Responsible for: (1) Team around the Child and Family (integrated Working Programme) (2) Family and Youth Information Service (3) CCIS MI reporting and analysis and Profile database management, quality and performance (4) CAF, Lead Professional and MAAG (5) 0-19 training and workforce development (6) Parent Partnership Service (7) 0-19 Engagement and Participation Team (8) Critical incidents and business continuity.	Sue Evans	0300 300 5673
	Children & Youth Participation Officer	Develops opportunities for 8-19 years who live or go to school in Central Bedfordshire. Assists the council to understand the needs and aspirations of young people. Supports middle and upper schools, town and parish councils, youth organisations, voluntary organisations and most importantly the children and young people of Central Bedfordshire.	Katy Stafferton	0300 300 4008
	CAF (Common Assessment Framework) & Lead Professional Support Team	Administers, supports and champions the common assessment framework including the Lead Professional role and Team Around the Child for Central Bedfordshire Council. See individual roles below:		
		CAF & Lead Professional Development Manager: Overall management of service.	Michael Howe	0300 300 4767

		CAF Co-ordinator: Works with CAF authors and Lead Professionals in identifying suitable agencies to contact for support during the CAF process. Helps to identify if a CAF is the appropriate course of action for a child/young person and provide general support throughout the entire process from initiation to closure.	Judith De lesa	0300 300 4776
		CAF Administrator: Provides administration support to the CAF Co-ordinator and can be the first point of contact for people who need to know if a CAF already exists for a child/young person.	Claire Rolt	0300 300 4980
	Under 12's Children Development Officer	Works with all under 12's, particularly focusing on vulnerable groups of children who are at risk of their voices not being heard and children in lower and middle schools.	Marianne Dent	0300 300 4083
	Management Information (MI) & Performance Manager	Submits statistical returns on Connexions performance to the Department for Education (DfE). To provide MI & Performance Reports, including the Annual Activity Survey of Year 11 pupil destinations to DfE and individual schools within Central Bedfordshire.	Jane Newbury	0300 300 4970

	<p>Family and Youth Information Service Manager (Covers children and young people aged 0-19).</p>	<p>Provides a one stop shop for information on childcare, financial support for parents and carers, working parents rights, activities for children and young people, careers information for young people and support groups offering help with issues such as bullying, drug misuse, parenting and bereavement. The service is aimed at children and young people aged 0-19, their family groups and the professionals who support them. We advise on:</p> <ul style="list-style-type: none"> •Choices and Support for young people aged 13-19 •Childcare and early education •Family Support Services •Out of school clubs and holiday care •Leisure activities •Positive Activities for young people aged 5-19 <p>In addition we:</p>	<p>Sheila Pembroke Email: fyis@centralbedfordshire.gov.uk</p>	<p>0300 300 8119</p>
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		<ul style="list-style-type: none"> • Act as the focal point for schools and learning providers to help them revise and update their information on the local 14-19 prospectus www.forward-together.org • Maintain a website aimed at young people aged 13-19 - www.13-19central.co.uk- which contains sections on learning, living and working and gives access to the positive activities offered at each locality •Co-ordinate the annual Higher Education Conference with the University of Bedfordshire - this is aimed at Year 12 students who are considering Higher Education as a potential pathway •Offer support and consultancy to schools on their Careers Education curriculum and on Careers/Connexions resources for their own libraries. 		
	Parent Partnership Co-ordinator	<p>A statutory service that supports parents and carers of children that have, or may have special educational needs. Parents can ring our confidential helpline for impartial information and advice. We train volunteers who can visit parents in their homes to discuss concerns around their child's special educational needs, explain the graduated response, help with paperwork or help parents prepare for meetings in school or with Central Bedfordshire Council. Our aim is to help with communication, not to take sides. The service does not accept referrals; please encourage parents to ring us.</p>	Ann Bailey	Parentline: 0300 300 8088

Learning and Strategic Commissioning				
	Assistant Director Learning and Strategic Commissioning	Responsible for the development of the Children's Trust, commissioning high quality services and supporting the democratic process.	Sylvia Gibson	0300 300 5522
	PA Learning and Strategic		Jacqueline Freeman	0300 300 5598
Joint Strategic Commissioning	Head of Joint Strategic Commissioning	Responsible for high quality value for money services through effective joint commissioning.	Ben Pearson	0300 300 5679
	Commissioning Manager (Main Contact)	We provide support for children at risk of exclusion and set up alternative education packages with the school.	Jon Cole-Edwardes	0300 300 4823
School Support Service	Head of School Support	Responsible for ethnic minority and traveller achievement service, behaviour and support service, governor support and admission and learning support service.	Alison Bray	0300 300 6825
	Assistant to Head of School Support		Joyce Zielinski	0300 300 4913
	Area Education Officer	Manager of Governor Services, first point of contact for all complaints re. schools, management support to all headteachers.	Lisa Scott	0300 300 6087
	Behaviour Support Team Leader		Cindy Spencer	0300 300 6934
	Behaviour Support Team Leader		Mary Taylor	0300 300 6934
	Head of Bedfordshire Music		Richard Hart	0300 300 6560
	Team Leader LSATs		Sue Gilbert	0300 300 6548
	Admissions Manager School Admissions Service		Rosa Bonwick	01234 276327

Partnerships & Workforce Development (WFD)	Head of Partnerships and WFD	Responsible for developing partnership working, the Children and Young People's Plan, and leading the communications strategy for Children, Families and Learning.	Karen Oellermann	0300 300 5265
	Children's Workforce Development Advisor	Provides advice and guidance on health and safety matters relating to physical education and school sport and educational visits and journeys. Manages the online approval system (Evolve) for educational visits and journeys ensuring compliance with the LA's Educational Visits and Journeys policy and provides all relevant training in this area. Directs and coordinates the work of teams in relation to the National Strategy for PE and Sport ensuring that they are performing to national requirements and that national indicator 57 is met.	Glynis Yates	0300 300 4955
	Children's Workforce Development Adviser	Manages all procedures for Early Years Foundation Stage Profile, Key Stage 1 and Year 4 assessments. This involves arranging moderation visits to schools, organising assessment training courses and facilitating moderation meetings for each of these activities. Manages the Local Authority Advanced Skill teachers and works closely with the Training School Partnership in developing the Professional Study Group programme. Is also involved in supporting the schools in providing for gifted and talented pupils.	Barbara Conridge	0300 300 4878

	Integrated Children's Workforce Development Officer	Works with all sectors of children's workforce to develop shared approaches to induction, Continuous Professional Development and Qualifications. Leads on learning and development for school support staff and Early Years practitioners.	Debbie Crawford	0300 300 4879
	Children's Workforce Development Manager	Leads on Recruitment and Retention for the Children's Workforce with a particular focus on the Return to Teach programme, Newly Qualified Teachers and Early Years practitioners. Leads on Safeguarding Training for the Children's Workforce and works with the Training School Partnership to support programmes for Middle Leader Development, Teaching Assistants and the Certificate in School Administration.	Denise McMurray	0300 300 6835
School Improvement	Head of School Improvement	Responsible for School Improvement Advisors, School Improvement Partners, OFSTED reports, curriculum support and national strategies.	Justine Abbott	0300 300 4872
	Assistant to Head of School Improvement, Administrator		Joyce Zielinski	0300 300 4913
	School Improvement Team:			
	School Improvement Partner (SIP) Team Manager		Linda Holdsworth	0300 300 6832
	School Improvement Adviser	Responsible for 14-19 Strategy and Upper School lead.	David Bray	0300 300 4896
	School Improvement Adviser	Deals with School Self Evaluation, Ofsted and NQTs (Newly Qualified Teachers)	Sally Dakin	0300 300 6836

	School Improvement Adviser	Sandy & Biggleswade Lower/Middle schools: Responsible for leadership development/succession planning with heads and deputy heads as a priority. Supports colleagues interested in NPQH (National Professional Qualification for Headship) and co-ordinates the headteacher induction programme for Central Beds. Links up with other leads from local Local Authorities. Also the named link with the Healthy Schools team in Central Beds.	Paul Harpin	07837 122 789
	School Improvement Adviser	Contact for Special Educational Needs, access and inclusion.	Steve Morrow	0300 300 4898
	School Improvement Adviser	Contact for assessment.	David Panther	0300 300 6831
	Curriculum Support Team:			
	Curriculum Support Manager	Contact for national strategies.	Mike Simpson	0300 300 4908
	Strand Leader	Deals with behaviour and attendance.	Judith Lovely	0300 300 4909
	Anti-Bullying Co-ordinator		Julia Overton	TBC
	English Strand Leader	Contact for English.	Julie Moxon	0300 300 4910
	Communication, Language and	Contact for Lower Schools.	Wendy Varney	0300 300 4871
	Maths Strand Leader	Contact for Maths.	Chris Crispus Jones	0300 300 4901
	Maths Consultant		Sue Southward	0300 300 4912
	Maths Consultant		Wendy King	TBC
	Maths Consultant		Helen Young	TBC
	Primary Languages Consultant		Rebecca Armstrong	TBC
	PHSE Consultant		Sally Horton	TBC
	e-Learning Strategy Team:			
	ICT Consultant Curriculum Project Development	Responsible for the Learning Platform.	Neil Turner	0300 300 4897
	Education Data Management		Cathy Piotrowski	0300 300 4870
	Education Data Management Officer	Responsible for Behaviour Data.	Beverley Carey	0300 300 6826

	Early Years Team:			
	Early Years Strand Leader		Karen Finney	01954 718982
	Early Years Consultant		Toni Djukic	01234 261183
	Early Years Consultant		Deborah Griffiths	01462 819389
	Early Years Consultant/ Early Language Consultant		Karen Spring	TBC
	Administrative Support:			
	Senior Admin Manager		Stephen Johnson	0300 300 4900
	Admin Assistant		Jeanette Babb	0300 300 6823
	Admin Assistant		Glen de Ville	0300 300 4874
	Admin Assistant		Marianne Grimes	TBC
	Admin Assistant		Maria O'Sullivan	TBC
	Admin Assistant		Alison Seaborn	0300 300 6828
School Organisation and Capital Planning Team				

	Head of School Organisation and Capital Planning	<ul style="list-style-type: none">• Deals with the strategic planning of school provision.• Ensures that capital investment in schools reflects the strategic priorities and changing needs of the Children's Services Directorate, as well as the needs of the communities of Central Bedfordshire.• Leads on capital investment for Children's Services and oversees the management of capital budgets for Children's Services.• Lead Officer for delivery of the Council's Learning Transformation Programme.• Ensures that Central Bedfordshire has a robust approach to the asset management of its schools.	Rob Parsons	0300 300 5572
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	Senior Education Officer (Planning)	<ul style="list-style-type: none"> • Deals with matters relating to school organisation and planning of provision, including expenditure relating to S106 agreements. • Oversees the Asset Management plan and the prioritisation of school need including the provision of temporary accommodation. • Tackles issues related to school sites. • Oversees the delivery of Capital projects. • Main point of contact for Department for Education (DfE) on capital funding, including Voluntary Aided Schools (LCVAP) and the Schools Access Initiative (SAI). • Deals with issues relating to DfE consultations and interprets Legislation/Guidance with regard to school organisation and premises matters. • Liaises with Admissions. • Local Authority representative on DfE Voluntary Aided capital working group. 	Keith Armstead	0300 300 5574
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	Education Officer Capital Programme	<ul style="list-style-type: none"> • Carries out detailed Suitability Assessments of school accommodation as part of the overall Asset Management Plan (AMP). • Each Suitability Assessment focuses on: <ol style="list-style-type: none"> 1, how well suited a school's accommodation and site is to deliver the prevailing requirements of the curriculum 2, helping to prepare 'bids' in accordance with the council's processes for proposed Capital Projects/Programmes that emerge as the priorities from the AMP, 3, helping to maintain professional contacts with other relevant organisations such as the Department of Finance and various networks involving other Local Authorities and other stakeholders appropriate to school building projects such as contractors, architects etc. • Develops and delivers approved Capital Projects/Programmes at all the relevant stages from 'feasibility' through to post project review, and co-ordinates the involvement of other council staff whose roles bear on the process such as Finance, Legal and Planning, as well as fulfilling a commissioning role with whichever contracted property partner(s) the council has determined. 	Steven Bird	0300 300 5576
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	Projects Officer	<p>Manages multiple projects including the:</p> <ul style="list-style-type: none"> • Operational phase of the Mid Beds Upper School PFI Project (turnover of £4m pa) • Capital projects in the school estate (e.g. design/build of new ASD Unit and car park at Holmemead Middle School) • Asset Management Planning in the school estate. <p>Lead Officer represents Central Bedfordshire Council on:</p> <ul style="list-style-type: none"> • National PFI Community of Practise • South East Education Development Officers Group 	John McDermott	0300 300 5596
	Principal Assistant (School Places)	<ul style="list-style-type: none"> • Assesses and negotiates s106 developer contributions for education, through to allocation of funds and monitoring spend of monies on school projects. • Processes pupil place planning, which incorporates a variety of information including projected pupil numbers, the likely impact of future housing, the number of surplus or deficit places at each phase of schooling, admissions (including planned admission numbers and popularity of schools) and changes in school organisation. • Deals with proposals concerning establishing a new school, closing or expanding a school or any other changes that may require the publication of a statutory notice. 	Katie Rigg	0300 300 5575

	Senior Administration Officer - Capital	<ul style="list-style-type: none"> • Co-ordinates the School Notifiable Projects process, which includes providing application forms and other relevant documents to schools, and co-ordinating the assessment/approval process. • Co-ordinates the Schools Access Initiative Programme, which includes being a point of contact for bid application forms for schools. • Co-ordinates the application process for schools to draw down future year's Devolved Formula Capital, point of contact for application forms. • Co-ordinates the Temporary Accommodation Programme, point of contact for removal, or supply of temporary units. • Point of contact for schools and suppliers with regard to Inter-Departmental Invoices, Invoices and Purchase Orders for projects undertaken by the School Organisation and Capital Planning Team. • Point of contact for Central Bedfordshire Council Invoices raised relating to the Mid Beds Upper Schools PFI. 	Sandie Stocking	0300 300 5573
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	Information Manager	<ul style="list-style-type: none"> • Acts as the main contact for specific elements of communications activity relating to the work of the team • Responsible for the internet and intranet content relating to the work of the team • Liaises with the corporate communications function to respond effectively to media, public and other enquiries • Acts as Freedom of Information Officer for the Team • Ensures that the aims of the Learning Transformation Programme and the ongoing work of the Board are communicated effectively among stakeholders • Plans and manages events and consultations in relation to published school reorganisation proposals and the Learning Transformation Programme • Produces strategic reports regarding the Children, Families and Learning Capital Programme and LEA Asset Management Plan for consultation with the School Forum and the Childrens Trust's themed groups. 	Sue Barrow	0300 300 5700
14-19 Commissioning and Skills		Funds 16-19 provision within School Sixth Forms in Central Bedfordshire, including answering and resolving queries regarding funding and payments.		

	Head of 14-19 Commissioning and Skills	Responsible for planning and commissioning 16-19 education and training within schools, colleges and private providers to meet the needs of learners and local employers.	Ben Pearson	0300 300 5679
	14-19 Commissioning Support Officer		Kerry Underwood	0300 300 5678
	Additional Services			
	Finance			
	Senior Finance Manager Children Services	Leads the provision of a proactive financial advice and financial policy development service for Children's Services including Members and Directors. Additionally, directs and manages the team to ensure accurate and timely professional finance support to Children's Services across all levels, including the Medium Term Financial Plan, financial management, and financial statutory reporting requirements, this includes schools.	Dawn Hill	0300 300 6269
	Schools Statutory Financial Services Manager	Provides professional advice on implementation and development of all accounting, costing and financial management arrangements within Central Bedfordshire Council schools.	Gina Chandler	0300 300 6513

	Financial Advisors – Schools	Assists the Schools Statutory Financial Services Manager, via direct and indirect contact with schools based staff and governors, in the provision of professional advice and support on the implementation and development of all accounting, costing and financial management arrangements within the schools area, facilitating the preparation of annual budgets, closure of accounts and high quality support and advice to Headteachers and Governors.	Nicky Day Sandra King Fiona Matthews Sylvia Palmer	0300 300 4855 0300 300 6203 0300 300 6012 0300 300 6148
	Schools Traded Financial Services Manager	Ensures the business plan of the School Bursary Service is delivered, monitoring and evaluating team and service performance. Providing RM Helpdesk support and delivering related training courses on a Buy-Back arrangement.	Nicci Henson	No contact number at present - on maternity leave.
	Busars	Delivers a high quality bursary service to schools, support the RM Helpdesk and assist in the delivery of related training courses on a Buy-Back arrangement.	Ann Mathers (Secondment to Schools Traded Financial Services Manager)	0300 300 6008
			Natalie Barnet (Secondment to Schools Traded Financial Services Manager)	0300 300 6627
			Jayne Gadsden	0300 300 6522
			Charlotte Stratton	0300 300 6274
			Sam Wells	0300 300 6009
			Carly McKnight	0300 300 6006
			Sarah Stallard	0300 300 6234

	Senior Financial Advisor - Schools Management Accountancy	Assists the Schools Statutory Financial Services Manager in the provision of professional advice and support on the implementation and development of all accounting, costing and financial management arrangements within the schools area, facilitating the preparation of annual budgets, statutory returns, analysis, closure of accounts and high quality support to budget managers. Responsible for the main annual statistical returns to Central Government (e.g. Section 251, budget statement and outturn) according to the published timetable. Also provides the analysis for the Children Services Directorate on the CPA rated Use of Resources and Value for Money statement.	Gezim Leka	0300 300 6162
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	Financial Advisor - Schools Management Accountancy	Assists the Senior Financial Advisor in the provision of professional advice and support on the implementation and development of all accounting, costing and financial management arrangements within the schools area, facilitating the preparation of annual budgets, statutory returns, analysis, closure of accounts and high quality support to budget managers. Responsible for the main annual statistical returns to Central Government (e.g. Section 251, budget statement and outturn) according to the published timetable. Also provides the analysis for the Children Services Directorate on the CPA rated Use of Resources and Value for Money statement.	Henry Rogers	0300 300 6596
	Senior Financial Adviser - Financial Control & Standards	<ul style="list-style-type: none"> • Raises invoices relating to payroll costs for fully funded and GM (Grant-maintained) schools. • Oversees Central Bedfordshire's monthly payroll reconciliation and sign-off and ensure related BACS (Banker's Automated Clearing Services) payments are processed (salary deductions). • Oversees submission of teachers' pensions returns. 	Karen Damiano	0300 300 6141
	Finance Assistant	Deals with the above.	Peter Wakeham	0300 300 5786
	Financial Adviser Payroll	Deals with the above.	Roger Verner	0300 300 5787
Risk and Insurance		Generic Contact	risk.management@centralbedfordshire.gov.uk	0300 300 8129
	Risk and Insurance Manager		Veena Masih	0300 300 6998
	Risk and Insurance Officer	Provides insurance advice, deals with	Lesley Hammadani	0300 300 6228

	Risk and Insurance Officer		Sonya Mall	0300 300 6200
	Risk and Insurance Officer		Maggie Sharkey	0300 300 6296
Legal				
	Head of Legal Services		John Atkinson	0300 300 6255
	Education Law		1st point of contact: Barbara Walton, Managing Solicitor ACE 2nd point of contact: John Atkinson, Head of Legal Services	0300 300 4994
	Schools (Employment)		1st point of contact: Dympna Delaney, Employment Solicitor 2nd point of contact: John Atkinson Head of Legal Services	0300 300 6982
	Schools (Contracts)		1st point of contact: Denise Lord, Legal Assistant 2nd point of contact: Mark Woolsey	0300 300 5134
	Schools (Litigation)		1st point of contact: Mark Woolsey, Acting Managing Solicitor –Environment, Litigation, Employment, Contracts 2nd point of contact: Semande Ayihongbe/Nastassia Khilkevich	0300 300 4025
	Schools (Custody/ Family etc.)		Point of contact: Barbara Walton, Managing Solicitor ACE	0300 300 4994

	Schools (Other issues)		1st point of contact: Barbara Walton, Managing Solicitor ACE 2nd point of contact: John Atkinson, Head of Legal Services	0300 300 4994
	Special Educational Needs (SEN)		1st point of contact: Barbara Walton, Managing Solicitor ACE 2nd point of contact: John Atkinson, Head of Legal Services	0300 300 4994
Emergency Planning Officer	Contact Area Education Officer	For general inquiries regarding both Emergency Planning and Health and Safety please contact Lisa Scott. In the event of actual emergencies, please refer to the latest edition of the Emergency Contact Information for Schools booklet.	Lisa Scott	0300 300 6087
Health and Safety	Contact Area Education Officer		Lisa Scott	0300 300 6087
	Health & Safety Manager		Sherryl Cousins	0300 300 4985
	Health & Safety Officer		Phil Potter	0300 300 6569
	Health & Safety Officer		Elizabeth Dunn	0300 300 4983

Human Resources (HR)	HR Services Team	Provides HR administration support service for all Central Bedfordshire schools, including maintenance of electronic HR & payroll systems. This includes actioning new starters, leavers and all contract changes, followed by generation and issue of contractual documents. The HR Services team provide advisory support relating to HR administration processes and pension schemes (including member queries and annual return) and maintain manual employee files for all staff.	HR Services Manager: Natalie Franklin schoolshradmin@centralbedfordshire.gov.uk Team Members: Caron Parker, Caroline Davey, Ingrid Lowings, Livia Sinha and Sobyta Fatima.	General Inquiries: 0300 300 8134
	HR Assistant	CRB invoicing, Headship recruitment.	Corinne Calligan	0300 300 6659
	HR Assistant	Schools recruitment advertising.	Kat Jakes	0300 300 4806
	Learning and Development Assistant	Administration for Health and Safety training.	Suzanne Parratt	0300 300 6517
	CRB administrators	CRB processing, advice, general CRB enquiries.	crb.admin@centralbedfordshire.gov.uk	0300 300 8140
	Schools advertising	Send your advert requests to -	school.adverts@centralbedfordshire.gov.uk	
Media Office	Media Officer for Childrens' Services	Manages flow of external communication and council reputation.	Paul Hutchinson	0300 300 6967