

## Support and Admin team



Mr B Clarke

Senior ICT Technician

I'm here to help you with all your school computer problems. My office can be found between rooms C1 and C2.

In the office you'll find me and Mr J Beams, who is another IT Technician and a Performing Arts Technician at the school.

Feel free to come and see us anytime during break, lunchtime or after school.



Mrs Emma Gellard

Administration Officer

I joined GTS in January, and am enjoying learning a new role. I have my own horses which I tend to daily and love with all my heart.



Kelly Roach – School Financial Manager  
I am relatively new to GTS, having only joined in March 2020. Everybody at GTS has been really welcoming and friendly and I feel like part of the GTS family already!



Hi, I'm Mrs Buss. I'm based in Pupil Services, so you'll probably see me sitting in the corner of the Data Office from time to time! My main roles in the school are putting together your school reports and amending your timetables as and when they change.



Hello and welcome to GTS, I am Mrs Leonard!  
I'm super excited that you are joining GTS and I am looking forward to working with you over the next five years. I hope you will take up many of the exciting opportunities that will come your way.



Lynne Goodman – Resolution  
Previously found in the Exams Office but now located in the busy Data Office, been at GTŠ for over 10 years and this particular time of the school year is my favourite, adding all the new Year 7's onto our system ready for September.



Hello, I'm Mrs Davey, one of my roles at GTŠ is a First Aid Coordinator. I collate any medical information for our pupils to ensure their medical needs are met whilst they are in our care and if necessary, liaise with parents regarding Individual Health Care Plans. I am also first aid trained and work as part of a First Aid Team providing day-to-day first aid within our school. If you have any concerns, I will be happy to meet with you.



Hello my name is Mr Young and I am the exams officer here at GTS. You might not see much of me until you start doing your GCSE's but I am always available to answer any exam related questions you may have. I can be found in my office which is next to PE.



Hello, I am Mrs Butler-Jones. My role at GTS is PA to SLT. My office is next door to MR1. I can help you with most things or can point you in the right direction. I am a first aider so can often be found in the medical room, hopefully I won't see you in there!



Hello  
My name is Rose Faulkner and I am the Senior Finance Officer at Great Torrington School. I can be found in The Finance Office, situated next door to Reception. The Office is open to pupils from 8.30am to 4.30pm each day. I can also be contacted by telephone on 01805 623521 Ext 229. Part of my role at GTS is to support pupils and parents with any finance items. It is my responsibility to collect payments for trips, books, equipment, school ties and sports socks etc. I also look after the payment section in Parentmail, the school's communication system. I also oversee the cashless catering system with the Kitchen Manager. Please encourage your child to come to the Finance Office if they have any cashless queries, dinner money problems or payment issues. I will only be too pleased to help them. I have worked at GTS for over 20 years. I very much enjoy the challenges of working in a School Finance Office, supporting the staff, pupils and parents on a daily basis. I am looking forward to meeting all the Year 6's in September.



My name is Mrs Ward and I love reading the best books I can find!

At GTS we believe that reading for pleasure enhances all learning.

I am looking forward to welcoming you to your new library.



Hi to you all coming into Year 7.

My name is Ms Clement and I work on Reception, I have worked here for 17 years and as well as meeting and greeting visitors and parents, if you forget your lunch, PE kit or homework your mum or dad can leave it with me (I usually get it to you via the pupil runner).

I look forward to meeting you all when school reopens.