

**Vernon Primary School**  
**Areas of Responsibility**



| Area                                | Member of staff   |
|-------------------------------------|---|
| Headteacher                         | Jo Carvell  |
| Deputy Headteacher                  | Sarah Kiely   |
| Assistant Headteachers              | Stella McNeil & Sarah Tootell   |
| Early Years Foundation Stage Leader | Penny Brammar   |
| Phase Leader (Years 1, 2 and 3)     | Sarah Tootell   |
| Phase Leader (Years 4, 5 and 6)     | Zoe Wildig  |
| Business Manager                    | Louise Currall  |
| Pastoral Manager                    | Karen Wood  |
| SENDCo                              | Sarah Kiely   |
| Deputy SENDCo                       | Kerry Walmsley  |
| Designated Safeguarding Lead        | Karen Wood  |
| Designated Safeguarding Deputies    | Jo Carvell, Kerry Walmsley  |
| Assessment Coordinator              | Claire Kitchen  |
| E-Safety                            | Karen Wood/Computing team   |
| Looked After Children               | Kerry Walmsley  |
| Finance Officer                     | TBC   |
| Administration Team                 | Louise Quirk & Suzanne Walker   |
| Site Manager                        | Chris Christoforou  |
| Site Maintenance Officer            | Keith Hadfield  |
| Safeguarding and Wellbeing Group    | Karen Wood  |
| Mental Health Lead                  | Karen Wood  |
| Disadvantaged Team                  | Claire Kitchen, Jo Carvell, Kerry Walmsley, Karen Wood, Julie Evans (NTP Coordinator) |
| Attendance                          | Kerry Walmsley  |
| Study work & Displays               | Eve Worthington   |
| Midday Assistants Manager           | Jo McDuff   |
| Educational Visits                  | Penny Brammar   |
| School Council                      | Laura Hough   |
| Eco Team                            | Eve Worthington   |
| British Values                      | Laura Hough   |
| Students                            | Debbie Wilson   |
| PTA Liaison                         | Katy Swan   |
| Publicity & Photographs of events   | Lauren Mowat  |
| Website/Communications Coordinator  | Stella McNeil & Office team   |
| Newsletter Coordinator              | Office team   |