

## North Islington Nursery School & Children's Centre – Staff Responsibilities 2019/20

<b>Job Title</b>	<b>Who?</b>	<b>Qualification</b>	<b>Responsibilities</b>
Headteacher  SLT member DSL	Sally Franklin	BEd (Hons)	Strategic direction, quality assurance, recruitment, statutory compliance, staff communications, line manager to SLT members.
Deputy Head  SENDCO SLT member DDSL	Becky (Rebecca) Powell	QTS	SENDCO for the school. Taking a lead in the provision for our Under 3s unit. Line management of staff in Under 3s.
School Business Manager  SLT member DDSL	Laura Stoodley	DSBM	Line manager of Admin Officers and Premises Manager. School and children's centre budget, safer recruitment, HR and payroll, staffing, managing daily issues, ICT, H&S responsibility.
Early Years Lead Teacher  SLT member	Kirsten Reiter	Awaiting QTS	Line manager to selection of Nursery Education and Support Workers within Ocean Room. Leading practice within Ocean Room.
Lead Practitioner - Ocean  SLT member DDSL	Shelley Spanton	Level 3	Supporting the Early Years Lead Teacher in the day to day running of the room. Data tracking.
Senior Admin Officer	Louise Wright	N/A	Managing children's fee accounts including contracts, school communication – Parentmail and TV, finance support, admin support for SLT.
Receptionist	Noreen Meah	N/A	Receptionist. Maintaining children's files, EYMIS data entry, admin support.

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Premises Manager	Vacancy	N/A	Premises, Health and Safety of site, contracts liaison, statutory compliance.
Lead Practitioner – Babies  DDSL	Yvonne Francis	Level 3	Daily room organisation. Data tracking. Nursery Education Officer – Babies.
Nursery Education Officer	Veverley Roach	Level 3	Nursery Education Officer – Babies.
Nursery Education Officer	Olga Monpeke	Level 3	Nursery Education Officer – Babies.
Nursery Education Officer	Jodie Vance	Level 2	Nursery Education Officer – Ocean.
Nursery Education Officer	Monika Szumilas	Level 3	Nursery Education Officer – Babies.
Nursery Education Officer	Kara Thompson	Level 3	Nursery Education Officer – Babies.
Nursery Education Officer	Ruzi Begum	Level 3	Nursery Education Officer – Ocean.
Nursery Education Officer	Noorheza Sobratty	Level 3	Nursery Education Officer – Toddlers.
Nursery Education Officer	Carol Dunne	Level 3	Nursery Education Officer – Ocean.

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Lead Practitioner – Toddlers  DDSL	Laura Francois	Level 3	Daily room organisation. Data tracking. Nursery Education Officer – Toddlers.
Nursery Education Officer	Tara Jones	Level 3	Nursery Education Officer – Toddlers.
Nursery Education Officer	Bektemir Rahimov	Level 3	Nursery Education Officer – Toddlers.
Nursery Education Officer	Jacqueline Kirlew	Level 3	Nursery Education Officer – Toddlers.
Nursery Education Officer	Ubah Abdi	Level 3	Nursery Education Officer – Toddlers.
Education Support Worker SEN	Stefania Pileri	N/A	Specialist support for children with additional needs. Provide targeted support groups.
Education Support Worker SEN	Khadija Francis- Nwaka	Level 3	Specialist support for children with additional needs. Provide targeted support groups.
Education Support Worker	Camila Salcedo	N/A	Education Support Worker – Toddlers.
Education Support Worker	Carly Wray	N/A	Education Support Worker – Toddlers.
Education Support Worker	Paige Harris	N/A	Education Support Worker – working across the school.

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Education Support Worker	Sharon Doyle	N/A	Education Support Worker – Babies.
Education Support Worker	Michelle Dos Santos	N/A	Education Support Worker – Babies.

DSL = Designated Safeguarding Lead

DDSL = Deputy Designated Safeguarding Lead

LBI = London Borough of Islington

SLT = Senior Leadership Team