



## MEET OUR TEAM



### Mrs Harkness

#### School Business Manager

I have been a member of the WSM family since 2007. My role includes leading the admin, midday and site teams, dealing with all the budget and financial requirements for the Academy, health & safety, free school meals, any contracts and building works and placing all the orders for the resources the children use. I am married with two grown up children, a daughter and son. Most of my spare time is spent walking 'Bleu' my dog or in my garden, I also love crafts.

### Mrs Williams

#### HR & Finance Administrator



I have worked at WSM for 11 years. My role is mainly Finance and HR. I organise school trips including residential visits. Sadly there has not been much of that going on recently but I am excitedly waiting for news that it can start again (watch this space). I am involved in the recruitment of new staff/volunteers, arranging staff contracts and ensuring payroll is correct each month. I complete the school census, manage the School Fund account and am responsible for ensuring Parentmail is running smoothly. I have 3 boys and 2 dogs so spend a lot of time walking, although being from Wales I miss the mountains! I am a keen tap dancer but sadly not quite good enough for Strictly!



### Mrs Kennedy

#### Administrative Assistant

I started working at Welton St Mary's in November 2019. My role within the office varies daily. It includes answering the phones, taking messages to classrooms (and the odd forgotten lunchbox), sorting out music lessons and clubs, and updating the website.

I have 2 sons - I love playing tennis with my eldest and my youngest is a keen baker - so we are often eating cake! 



### Mrs Spratt

#### Administrative Assistant

Also known affectionately as Mrs Sprout by the children! I am one of the faces on the front desk and help with the day-to-day running of the office, including admissions and monitoring attendance. I have been around for rather a long time; I first started as a Teaching Assistant many years ago and then worked as a HLTA covering teachers. I am now back to my original career before I had my two grown up boys. When I am not at work, you will find me in the middle of a field walking my dog Hattie. 



### Mrs Schweikhardt

#### Clerical Assistant & Forces Champion

I have worked in the school office since 2018 after moving to the area from Italy. My role is to support teaching and learning - creating the displays around the school and producing resources for the classroom as well as the newsletter, certificates, posters, production programmes, nativity tickets, etc. I also support the Admin Team with the many varied tasks that come our way. I have 2 sons at secondary school, and most of my spare time is spent at the side of a football pitch. 