



GREAT  
OAKS

from little acorns grow...

## Staff Responsibilities

(Over and above normal jobs)

|                           |   |
|---------------------------|---|
| Alex                      | Online lessons, ICT Troubleshooting   |
| Anne                      | Gardening   |
| Carolyn                   | Exams officer with Liz assisting  |
| Corran                    | LSA Timetable, Numeracy programmes, Lead team   |
| Dawn                      | Capital fundraising   |
| Ele                       | Supermarket voucher schemes   |
| Eric                      | Timetables, Lead team   |
| Jonny                     | Anger Management, NLP   |
| Julie W                   | Duty & Staff & Student interviews, Lead team  |
| Kat                       | Private Study organisation  |
| Liz                       | Development Plan, Staff Appraisal, Timetable, Policies, Business Plan, Health & Safety, General Administration, Staff CPD, CRB Checks, Contracts, Lead team |
| Ursula                    | Library   |
| Ursula, Corran, Tony, Liz | Lunchtime clubs   |