

Ngunnawal Primary School Administration Team 2020

Business Manager
Karrina Patterson



- School Finance
- Administration/ Support Staff Team Leader
- Head First Aid Officer
- Facilities hire
- School Board
- Facilities manager

Finance and Enrolments
Larissa Davis



- Office Manager
- Assist Business Manager with school finance
- Receipting
- Enrolments
- First Aid
- School Board Returning Officer

Staffing and Media
Anthea Ford



- Teaching and non teaching staffing
- CRS tracking and leave
- Social Media including website
- Newsletter
- First Aid

Administration Assistant
Trina Clyde



- Monitoring of student absences
- Facilities hire
- Records management
- First Aid
- Orders

Administration Assistant
Lauren Samson



- Excursions
- Notes/Communication
- Managing medications
- Legal including medical incidents, FOI requests and orders
- First Aid