***Staff/Volunteer Structure***

**Committee**

**Chairperson**

**Manager**

Our Manager has been working in child-care since she was 18; she has worked at this setting since September 2011 as Deputy & then moving up to the Manager position in October 2012. She has a BA (Hons) Children, Schools & Families Level 6 Degree; and also a Level 3 qualification in Leadership and Management.

**Treasurer**

**Secretary**

**Administrator**

Our Administrator has worked at this setting since July 2005. She has worked in Administration, Payroll, Business and Finance since 1987. She is also the group's Pay-Roll Administrator and Bookkeeper.

**Committee**

**Members**

**Deputy Manager**

Our Deputy previously worked at this setting between 2005 & July 2009, as Temporary Cover & Additional Needs Support Worker, then from September 2011 as Assistant & now in this position from Oct 2012. She has an NVQ III in Early Years Care & Education & is an Autism Champion.

**Early Years Practitioners**

We have several practitioners & cover staff. All have a minimum of NVQ III in Early Years or equivalent.

**Early Years Supervisor**

Our Early Years Supervisor has worked at this setting since September 2014. She has an NVQ Level III in Children's Care, Learning & Development.

December 2024

***Management Structure*** **Positions / Names**

**Employed Staff:**

Manager Kelly Swatton

Deputy ManagerAnna Tanner

Early Years SupervisorSam Piper

Early Years Practitioners

Roxy Wilkinson-Hardy

Gemma Marshall

Harri Bath

Kayleigh Boundy

Olivia Rowland

Administrator Edwina Williams

**Committee Members:**

Chair Kerrianne Inch

Treasurer Angela Hawkes

Secretary Edwina Williams

(& Ofsted Nominated Person)

Other Members

Roxy Wilkinson-Hardy

Anna Gregory

Kay Jay Rogers

***Staff Qualifications***

Manager Kelly Swatton

Kelly has worked in child-care since she was 18; she has worked at this setting since September 2011 as Deputy & then moving up to the Manager position in October 2012. She has attained a BA (Hons) Children, Schools & Families Level 6 Degree.

Deputy Manager Anna Tanner

Anna previously worked at this setting between 2005 to July 2009, as Temporary Cover & Additional Needs Support Worker, and been on the Management Committee, then permanently from September 2011 as Assistant & now in this position from Oct 2012. In the intervening time she worked in Stratton Primary School as a special educational needs teaching assistant. She has an NVQ III in Early Years Care & Education.

Early Years Supervisor Sam Piper

Sam was previously a committee member, then a member of staff. She has an NVQ III in Children’s Care, Learning & Development; and came back as an Early Years Assistant in September 2014. She is our Early Years Supervisor; Health and safety officer; and Early Years Pupil Premium Lead.

Early Years Practitioner Gemma Marshall

Gemma has a Level 3 Diploma for the Children and Young People's Workforce (Early Learning and Childcare); and started working with us in April 2018. She is working towards a degree. She is also our Deputy SENCo.

Early Years Practitioner Roxanne Wilkinson-Hardy

Roxanne has a Level 3 Diploma for the Children and Young People's Workforce (Early Learning and Childcare); and started working at this setting in September 2017.

Early Years Practitioner Angharad Bath

Angharad (Harri) has come back to us (February 2020); after having just over a year out, to concentrate on her family! She has an NVQ III in Children’s Care, Learning & Development.

Early Years Practitioner Kayleigh Boundy

Kayleigh has been working for us since January 2021; she has previously been a parent and supported our playgroup on the management committee. She has an FDA Degree in Childhood Studies.

Early Years Practitioner Olivia Rowland

Olivia has been working for us since May 2024; she has Level 3 Diploma for the Early Years Practitioner (Early Years Educator) (Work Based).

Administrator Edwina Williams

Edwina has worked at this setting since July 2005. She has had many years’ experience as an administrator/bookkeeper; and has been involved in business management since 1987. She is our Health & Safety Lead; Data Protection Staff Member; and Online Safety Lead.

***Staff Training***

All our staff have attended various courses for Professional Development, Special Education Needs, Safeguarding, Paediatric Emergency First Aid, Food Safety, Health & Safety and Curriculum training.

***Specific Roles***

Designated Safeguarding Lead Kelly Swatton

Safeguarding Deputy Anna Tanner

Special Educational Needs & Disability Coordinator Anna Tanner

SENCo Deputy Gemma Marshall

Health & Safety Officers Edwina Williams & Sam Piper

Data Protection Staff Member Edwina Williams

First-Aid Workers - All our Early Years workers are Paediatric First Aid trained

You can see a complete list of all staff training in our Certificates Folder.