Milverton Primary School

Induction Folder

**Office Staff Introductions and Responsibilities**

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|  | Emma Bish | Bursar, Purchasing support, online bookings |
|  | Ravinder Kang | General administration, registers and pupil admin. |
|  | Catherine Newsome | General administration, educational visits support, registers and pupil admin. |

There is a small supply of photocopier paper in the black cabinets in the office. Further supplies of paper are stored in the SEND cupboard. When using paper from the office, please ensure stocks are replenished and alert Emma Bish if supply is running low.