

Primary Sector Schools

Personal school emails = jane.smith@school.co.uk – rather than info@school.co.uk

Job Functions	Postal Volumes	Personal School Email Volumes
Management /Finance Team		
Headteacher/Principal	22397	21437
Executive Head/Associate Head	5892	4618
Deputy Head	18802	17159
Assistant Head	16923	14863
Business Manager/Bursar	16246	15587
Chief Executive/COO	2974	2016
Chief Financial Officer/Head of Finance	7791	6214
Chair of Governors	11214	11013
Volumes listed are for Heads of Departments/Coordinators		
Accounts Office Administrator	6879	5621
Admissions/Registrar	6415	5219
Art & Design/Textiles/Craft	17391	15016
Assessment Coordinator	12674	9754
Catering Manager	8179	6621
Chair of PTA	10854	9716
Citizenship	16393	14998
Class teachers (further select by school type)	21621	18633
Classroom Assistant/Learning Support	22641	16213
Communications Manager	3879	2674
Compliance Officer	3364	2761
Data Manager (MIS systems)	6418	5014
Designated Safeguarding Lead/Child Protection Officer	18568	18097
Digital Learning Lead	2897	2274
Director of Learning	6287	5219
Drama/Performing Arts/Expressive Arts	15716	12711
Early Years /Nursery Teacher	9451	8211
English	18241	17344
English as 2nd language/additional language	11699	9923
eSafety/Internet Safety	9879	9517
Family Liaison Coordinator	9187	7625
First Aid/Health and Wellbeing	11789	8713
Food Technology / Nutrition	12587	8937
Forest School/ Eco School Lead	362	294
Fundraising Coordinator	13141	9716
Geography	16561	15316
Health & Safety Officer	13898	11527
History	17652	15649
HLTA - Higher Level Teaching Assistant	7916	6187
HR/Human Resources/Recruitment	8529	6354



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ICT /Computing (Teaching)	21954	20306
Inclusion	16924	14365
Intervention	9748	6687
IT/Network Manager	8914	8164
Key Stage Leader (select by phase/school type)	11641	8978
KS1 (or equivalent) Coordinator	16721	15324
KS2 (or equivalent) Coordinator	18803	17354
Learning Support/Mentor/PSA	9806	8088
Librarian/Resources Centre Manager	16113	14016
Literacy Lead	12702	10054
Maintenance/Ops	6419	4978
Marketing/PR	8878	7062
Maths	17706	15998
Modern Foreign Languages / MFL	11641	8845
Music / Instrument Music	12641	10412
NNEB/Nursery Nurse	2411	1687
Numeracy Coordinator	12458	11001
Out of School/After School Club Coordinator	6514	4431
P scale Attainment Coordinator (SEN)	3979	3024
P1-P4 Teaching Coordinator	2287	1897
P5-P7 Teaching Coordinator	3614	3026
PA to Headteacher	9784	7043
PE / Sports / Games (including swimming)	16205	15011
PMLD - Profound/Multiple Learning Difficulties	5978	4421
PPA Cover / Peripatetic Teacher	6636	5247
PSHE - Pastoral Care	17116	16011
Pupil Premium	12199	11031
Recycling Sustainability & Environment	12271	10914
Relationship Education (RE)	8897	6798
Religious Studies/Religious or Moral Education	14523	11641
School Nurse/Medical Welfare/Matron	12983	9871
School Trips & Enrichment Coordinator	10887	9216
Science	18705	16960
Secretary/Administrator	18121	17031
Site/Premises Facilities Manager	14233	12023
Social Emotional or Mental Health (SEMH) Teacher	6428	4879
Special Needs / SENCO	18203	17053
Speech and Language	3389	2671
Technology/Design	19978	18679
Training/CPD/Staff Development Coordinator	14214	12642
Trustee/Member	2418	1742
Vice Chair of Governors	1289	957
Year Group Heads (years 1 to 6)		
TOTAL VOLUMES	817399	693392

Secondary Sector Schools

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Job Functions	Postal Volumes	Personal School Email Volumes
Management /Finance Team		
Headteacher/Principal	5796	5741
Executive Head/Associate Head	3897	2564
Deputy Head	5297	5173
Assistant Head	4661	4311
Business Manager/Bursar	5416	4918
Chief Executive/COO	971	882
Chief Financial Officer/Head of Finance	4349	4314
Chair of Governors	4687	4416
Volumes listed are for Heads of Departments/Coordinators		
Accounts Office Administrator	1687	1124
Admissions/Registrar	1621	1187
Art & Design/Textiles/Craft	4115	3494
Biology	1914	1889
Boarding/Accommodation	891	624
Business Studies & Economics	4400	4216
Careers/Enterprise	3172	2968
Catering Manager	4187	3015
Chair of PTA	5897	4623
Chemistry	1801	1692
Citizenship	5154	4938
Class Teachers (further select by phase/school type)	22184	19451
Classroom Assistant/Learning Support	11589	8734
Communications Manager	1378	1152
Compliance Officer	1842	1345
Curriculum and Learning Leader	4991	3943
Data Manager (MIS systems)	2148	1647
Department Heads (not subject specific)	33879	27491
Designated Safeguarding Lead/Child Protection Officer	5122	4923
Digital Learning Lead	1387	995
Director of Learning	1435	1061
Drama/Performing Arts/Expressive Arts	4121	3817
English	5629	4433
English as 2nd language/additional language	3428	2671
eSafety/Internet Safety	2314	2124
Exams/Assessment	2978	2314
Food Technology / Nutrition	2968	2231



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Fundraising Coordinator	1947	1643
Geography	5469	5227
Head of Sixth Form	1911	1623
Health & Safety Officer	4326	3922
Health & Social Care	2487	1942
Health and Wellbeing/First Aid	3387	2734
History	5213	4766
HLTA - Higher Level Teaching Assistant	3874	2467
House Leader/ Head of House	1879	1625
HR/Human Resources/Recruitment	3864	2163
ICT/Computing (Teaching)	5561	5163
Inclusion	4984	3826
IT/Network Manager	3614	3004
Key Stage Leader (select by phase/school type)	8496	6621
KS3 (or equivalent) Coordinator	3125	2949
KS4 (or equivalent) Coordinator	3359	2925
KS5 (or equivalent) Coordinator	3359	2671
Law	1321	1068
Learning Support/Mentor/PSA	6458	4123
Librarian/Resources Centre Manager	4781	3564
Literacy Lead	2941	2632
Maintenance/Ops	2634	2247
Marketing/PR	2461	2897
Maths	5297	4741
Media Studies	2213	1965
Modern Foreign Languages / MFL	3426	2941
Music / Instrument Music	3879	2841
Numeracy Lead	3097	2743
Out of School/After School Club Coordinator	2897	2346
P scale Attainment Coordinator (SEN)	1795	1348
PA to Headteacher	1978	1714
PE / Sports / Games (including swimming)	4729	4364
Physics	1874	1750
PMLD - Profound/Multiple Learning Difficulties	2413	2078
Politics	1561	1152
Post-16 General Teacher	3049	1978
PPA Cover / Peripatetic Teacher	1976	1214
PSHE - Pastoral Care	5128	5011
Pupil Premium Coordinator	4119	4001
Pupil Services Officer	1364	994
Recycling Sustainability & Environment	4723	3003



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Religious Studies/Religious Education	4261	3011
S1-S6 Teaching Coordinator	564	413
School Nurse/Medical Welfare/Matron	3364	2684
School Trips & Enrichment Coordinator	3817	3584
Science - General Science	5279	4976
Science - Lab Technician	2641	1957
Secretary/Administrator	4814	4201
Sex & Relationship Education (SRE)	4506	4426
Site/Premises Facilities Manager	4987	4516
SMSC Coordinator	3105	2814
Social Sciences (Psychology/Sociology)	2871	1982
Social Emotional or Mental Health (SEMH) Teacher	2231	1689
Special Needs / SENCO	5224	5016
Speech and Language	1346	1042
STEM Coordinator	4164	3770
Technology/Design	5197	4895
Training/CPD/Staff Development Coordinator	3288	3108
Trustee/Member	1164	824
Vice Chair of Governors	1412	1002
Vocational Studies	1984	1536
Youth Worker	1756	1346
Year Group Heads (years 7 to 13)		
TOTAL VOLUMES	353176	294880