

Primary Sector Schools



Job Functions	Postal Volumes	Personal School Email Volumes
Personal school emails = veronica.over@school.co.uk - rather than - info@school.co.uk		
Headteacher/Principal	21013	20891
Executive Head/Associate Head	5319	5016
Deputy Head	18612	17512
Assistant Head	16201	14632
Business Manager/Bursar	16241	15478
Head of Finance	6623	5917
Chair of Governors	10116	9971
Volumes listed are for Heads of Departments/Coordinators		
Art, Craft & Design	17391	15016
Assessment Coordinator	11321	9754
Attendance Officer	8791	8216
Citizenship	16393	14998
Class Teachers	various	various
Designated Safeguarding Lead/Child Protection	18568	18097
Drama/Performing Arts	15716	12711
English	18241	17344
English as 2nd language/additional language	9187	8267
eSafety/Internet Safety	9716	9417
Family Liaison	9187	7625
First Aid	7561	6971
Food Technology/Nutrition	12587	8937
Geography	16561	15316
Health & Safety Officer	13898	11527
History	17652	15649
HLTA - Higher Level Teaching Assistant	7916	6187
HR/Recruitment	8529	6354
ICT/Computing & Coding (Teaching)	21954	20401
Inclusion/Discipline - Learning and behaviour	16213	14215
IT/Network Infrastructure Manager	8914	8164
KS1 (or equivalent) Coordinator	16721	15401
KS2 (or equivalent) Coordinator	18803	17362



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Volumes listed are for Heads of Departments/Coordinators		
Languages/MFL	9798	8845
Learning Support/Mentor/PSA	9806	8088
Librarian/Resources Centre	15016	14131
Literacy	12702	10054
Marketing/PR	8878	7062
Maths	16978	15998
Mental Health and Wellbeing Practitioner	9124	8231
Music	13952	11036
Numeracy Coordinator	12458	11001
Nurse/Medical - Welfare	12692	11403
Nursery/Early Years Coordinator	9451	8211
Outdoor Education Leader	7918	6459
PE/Sports/Games	16205	15011
Play Leader - Breakfast/After School Club	9179	8684
PPA Cover/Peripatetic Teacher	6636	5247
PSHE Pastoral/RSE and Care Subjects	17116	16103
PTA/Fundraising Coordinator	10854	9716
Pupil Premium	12199	11031
Recycling, Sustainability & Environment	12067	10813
Relationship Education	14978	13016
Religious Studies/Religious or Moral Education	14523	11641
School Trips & Events Coordinator	10887	9216
Science	18705	16997
Secretary/Administrator	17914	16887
Site/Facilities/Buildings Manager	14189	12214
Sports Coach	7462	6072
SEN/SEND Practitioner	18203	17053
Technology/Design	18771	17631
Training/CPD/Staff Development	14016	13641
Year Group Heads (years 1 to 6)	various	various



Secondary Sector Schools



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Headteacher/Principal	5519	5403
Executive Head/Associate Head	3791	2621
Deputy Head	5192	5033
Assistant Head	4512	4301
Business Manager/Bursar	5218	5011
Head of Finance	4219	3223
Chair of Governors	4516	4210
Volumes listed are for Heads of Departments/Coordinators		
Art, Craft & Design	4115	3506
Arts & Music Technician	1287	1121
Attendance Officer	2619	2423
Biology	1914	1894
Business Studies & Economics	4400	4318
Careers Leader/Vocational Education	3172	3006
Catering Manager	4187	3015
Chemistry	1801	1701
Citizenship	5154	4942
Class Teachers	various	various
Curriculum/Assessment	4991	3961
Data Manager (MIS systems)	2201	1701
Designated Safeguarding Lead/Child Protection Officer	5122	4923
Drama/Performing Arts	4121	3817
English	5629	4433
English as 2nd language/additional language	3428	2671
eSafety/Internet Safety	2416	2201
First Aid	4012	2734
Food Technology/Nutrition	2968	2231
Fundraising Coordinator	1947	1643
Geography	5469	5227
Head of Sixth Form	1911	1781
Health & Safety Officer	4297	4011



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Volumes listed are for Heads of Departments/Coordinators		
Health & Social Care	2791	2568
History	5213	4766
HLTA - Higher Level Teaching Assistant	3874	2467
HR / Recruitment	3864	2163
ICT/Computing & Coding (Teaching)	5561	5172
Inclusion/Discipline - Learning and behaviour	4813	3826
IT/Network Infrastructure Manager	3711	3101
KS3 (or equivalent) Coordinator	3125	2956
KS4 (or equivalent) Coordinator	3359	2934
Lab Technician	2316	2011
Learning Support/Mentor/PSA	6458	4123
Librarian/Resources Centre	4781	3564
Literacy	2941	2632
Marketing/PR	2461	2897
Maths	5297	4741
Mental Health and Wellbeing Practitioner	3819	3469
Modern Languages/MFL	3426	2941
Music	3879	2841
Numeracy Lead	3097	2743
Nurse/Medical - Welfare	3941	2684
Outdoor Education Leader	2416	2268
PE/Sports/Games	4729	4378
Physics	1874	1782
Play Leader - Breakfast/After School Club	2986	2672
PPA Cover/Peripatetic Teacher	1976	1214
PSHE Pastoral/RSE and Care Subjects	5128	5019
Psychology	1524	1184
PTA Chair/Lead	5897	4623
Pupil Premium Coordinator	4119	4001
Recycling, Sustainability & Environment	4723	3003



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Volumes listed are for Heads of Departments/Coordinators		
Religious Studies/Religious Education	4261	3011
School Librarian	4658	3739
School Trips & Events Coordinator	3817	3584
Science - General Science	5279	4998
Secretary/Administrator	4814	4201
SEN/SEND Practitioner	5224	5016
Sex & Relationships - Health Education	4506	4426
Site/Facilities/Buildings Manager	4889	4716
SMSC Coordinator	3105	2814
Social Sciences	2871	1982
Specialist Learning Mentor - Mental Health	1782	1511
Sports Coach	2261	1872
STEM Coordinator	4164	3871
Technology/Design	5197	4906
Training/CPD/Staff Development Coordinator	3288	3211
Year Group Heads (years 7 to 13)	various	various

