



President Road | Aylesbury | Buckinghamshire | HP18 0YA  
Tel: 01296 326320 | e-mail: [admin@greenridgeacademy.co.uk](mailto:admin@greenridgeacademy.co.uk)  
Website: [www.greenridgeacademy.co.uk](http://www.greenridgeacademy.co.uk) | Twitter: @GreenRidgeR2

Headteacher: Mr. Aaron Wanford MA, B.Ed. (Hons), NPQH

Thursday, 16<sup>th</sup> November 2023

### Office Staffing Update

Dear Parents and Carers,

Over the last six months, REAch2 have been working with us as schools to create highly efficient systems and processes across all 61 schools within the trust, all over the country. Understandably as a large organisation, there ends up being some duplication both in schools and centrally, and we have been working to ensure that we streamline the ways in which we work, so that we utilise the resources we have effectively.

As part of this work, our School Business Manager, Mrs. Erdos, has accepted a promotion and new role within REAch2 centrally, working as part of their financial team from January. Many of you know that Mrs. Erdos has been with me right from the very first day we opened and helped set up the school and all our systems and processes. There isn't much that Mrs. Erdos hasn't done at Green Ridge – donning a hard-hat and sorting out building issues, generating income for the school, or setting up the employment for all our staff over the last seven years. You name it, she's done it! Mrs. Erdos is an expert with school finances and budgeting, and although we will all be very sad to lose her, our loss is REAch2's central gain, where we as a group of schools, including Green Ridge, will continue to benefit from her financial expertise and knowledge. This does mean that Mrs. Erdos will no longer be based at Green Ridge on a day-to-day basis and will be working centrally and with many other schools within the trust.

With Mrs. Erdos's new role, we have put new roles and systems in place to ensure that we can continue to meet our responsibilities with regards to finance, health & safety and premises as well as our administration function. Some of these roles will now be done by the central team within REAch2, and some of them will be completed in a different way locally in school. I am therefore pleased to inform you that Mrs. Curtis-Cross has been promoted to the position of Office Co-Ordinator and will lead the office and administration team moving forwards. Whilst the role is not a direct replacement of Mrs. Erdos because of the way we are working as a trust, this is new role for Mrs. Curtis-Cross which will give her greater responsibility over aspects of the financial and administration processes throughout Green Ridge. We are very pleased that Mrs. Curtis-Cross is continuing in this role to ensure that her knowledge of all things Green Ridge isn't lost!

Mrs. Upfold will continue as our Office Administrator, and we also welcome Mrs. Rebecca Lewis this week who joins us as an additional Office Administrator. Mrs. Lewis is a local resident and is familiar with the school, and comes with lots of experience, including working in education settings within the office environment which will be beneficial. You will very likely meet her or speak to her when you next visit the school.



*REAch2 Academy Trust is a charitable company limited by guarantee in England and Wales, Company number 08452281*

Registered office Address: Henhurst Ridge Primary Academy  
Henhurst Ridge, Branston, Burton Upon Trent, Staffordshire, DE13 9TQ  
Tel: 01283 246433 Web: [www.reach2.org](http://www.reach2.org) Twitter: @reach2trust [info@reach2.org](mailto:info@reach2.org) VAT Number: 220 8862 15

Over the next few weeks before the end of term, we are working behind the scenes on a handover of information to ensure there is a seamless transition from January when the new structure formally comes into effect. Please do come and speak with us if you have any questions or queries.

Thank you for your support and understanding with this.

Yours faithfully,



Mr. Aaron Wanford  
Headteacher