Collis Primary Staffing Structure Autumn 2026 to Summer 2027

Head Teacher (KH)
Designated Safeguarding Lead

Lead Assistant Head (SM)
(0.6 FTE, non-class based)

Deputy Designated Safeguarding Lead
Curriculum and Content

Lead Assistant Head (MH)
(1 FTE, non-class based)

Standards, Monitoring and Expectations
Assessment

Assistant Head (AP)
(0.6 FTE)

Assistant Head (TD)
(1 FTE, class based 3 days)

SENCo (SL)
(1 FTE)

Nursery Year Group Leader

Reception EYFS Leader

Year 1 Year Group Leader

Year 2 Year Group Leader

Year 3 Year Group Leader

Year 4 Year Group Leader

Year 5 Year Group Leader

Year 6 Year Group Leader

Manager, Lunchtime and After School Club
(Full-time)

Plus 19 additional part-time staff

SBM – HR & Site
(3 days (M,T,T))
HR and Payroll, SCR, School Policies, H&S, Premises inc. 3rd Party Contracts

SBM – Admissions & Office
(Full-time)
Admissions, Census, Systems, 3rd Party Contracts, Data Protection Officer

School Bursar
(2 days (M, W))
Overview finance, Strategic budget setting, Resources Committee, Parent Fund, Lettings, 3rd Party Grants

Site Team
2 FT

Senior Administration Officer 1FT
Receptionist 1 FT
Administration Assistant 1 FT

Class based teachers
18 FT / 9 PT

Non Class based teachers
Specialist Art Teacher 1 PT
PPA 1 PT

HLTAs
2 FT / 9 PT

SEN Administration Assistant 1 PT

TAs
8 FT / 10 PT

PPA and Interventions
(0.8 FTE)

SMSAs
1 PT

LSAs
9 FT / 3 PT