



Theatr Iolo's School Secretary Award 2009

...The School couldn't run without her

*... the 'face' of the school she welcomes visitors
with a warm smile and a friendly word*

*... used to take the dinner money and answer the phone and
now she manages a budget of over a million pounds a year!*

*...they mop up tears
and sooth sore knees*

*... as mothers themselves they always put their
jobs on hold when a child needs comfort, help
and support or a bit of TLC*

*... I'm proud to be able to call her
a friend as well as a colleague*



The Schools' Secretary Award

To be honest, we were overwhelmed with the response to our competition for the Schools' Secretary Award. We, at Theatr Iolo, have always recognised the importance of the women who are the first point of contact in schools: the organisation, the communication and ultimately the protection of all that is important in their school environment. And now we see the evidence from the other side –

“I honestly don't know what I will do when the day comes that she tells me she is going to retire –I plan to retire with her as the thought of not working with her is unbearable!”

This quote represents the feelings of many of the Headteachers who sent letters, emails, poems and heartfelt words in response to our invitation to nominate their school secretary for the Award.

The Winners and Runners Up to the Award (and their families) were invited to a special performance of “As the Sun Sets” at Chapter Arts Centre as well as receiving flowers, chocolates and bubbly. And now we will be following this up with **Mrs Pat Rennie, Mrs Suzanne Williams, Mrs Nicola Fairbrother**, (joint winners from **Oakfield Primary** and **Bryn Celyn Primary**) **Mrs Margaret Colley and Mrs Karen McDonald** (runners up from **St Mary's Catholic Primary School**) who are keen to meet with the Theatr Iolo team and build on the success of this initiative.

There is the potential for making the Award an annual event. There is the greater potential for creating a **support network for school secretaries**: opportunities to discuss challenges and share successful solutions to these problems. This network can also help to identify training needs, and Theatr Iolo can help research and apply for funds to run training events.

Ultimately, we hope this network will create opportunities that we haven't yet dreamed of...

Wendy York, Administrative Director, Theatr Iolo

The Winning Secretaries

Pat Rennie—Oakfield Primary

Suzanne Williams—Oakfield Primary

Nicola Fairbrother - Bryn Celyn Primary

Nominated by David Pedwell

Headteacher, Oakfield Primary & Bryn Celyn Primary, Cardiff

Pat Rennie

... takes great pride in the quality and precision of her tasks particularly with regards to financial management duties.

Suzanne Williams

... is an extremely pleasant, approachable lady with outstanding interpersonal skills. As the 'face' of the school she welcomes visitors with a warm smile and a friendly word.

Nicola Fairbrother

... has been a beacon of effectiveness, efficiency and professionalism throughout her tenure. She is a delightful, warm, friendly, approachable lady who is popular with staff, pupils, parents and visitors.



The Runner Ups

Margaret Colley
and
Karen MacDonald

Nominated by Roy Jefferies
Headteacher, St Mary's Catholic Primary, Cardiff

... as mothers themselves they always put their jobs on hold when a child needs comfort, help and support or a bit of TLC. With 19 languages spoken in the school they make each parent feel at ease especially those with little or no English.

The schools recent ESTYN inspection notes that the administrative staff provide an outstanding support to all members of the school community.



Short Listed

Andrea Taylor

... used to take the dinner money and answer the phone and now she manages a budget of over a million pounds a year!

**Nominated by Lesley Leckie
Headteacher
Trelai Primary, Cardiff**



Jacqui Pyer

... cares about our pupils and even takes on a pastoral role which is above and beyond her duties. Her workload is huge but she never complains and tackles everything with enthusiasm. She has a bubbly nature and a great sense of fun.

**Nominated by Anne Bowsher, Headteacher
Cogan Primary School, Vale of Glamorgan**



Nicky Webber

... is the most efficient person you could hope to come across and helps the school run really smoothly. She does lots of things which are above and beyond the call of duty,

**Nominated by Gail Allen
Headteacher
Millbank Primary School, Cardiff**

Nicky says "criteria for the job? Having a sense of humour helps and being able to cope with some stressful situations also adds to the variety!"



Linda Reed

... is organized, efficient and responds to change with ease. She takes an active role in the school community and is a member of our eco committee which achieved the green flag status for the second time in October.

**Nominated by Peter Evans, Headteacher
Ysgol Gynradd Creigiau Primary School, Cardiff**

Linda says "It is always nice to feel appreciated and to get some feed-back on one's performance and it has certainly left me with an inner glow just to be nominated for such an award let alone be short-listed!"

Lisa Jones

As a secretary, Lisa is the best that I have worked with, often going above and beyond, but she is also a lovely person and I'm proud to be able to call her a friend as well as a colleague.

**Nominated by Huw Lewis
Acting Headteacher
Llancarfan Primary,
Vale of Glamorgan**



Deborah French

and

Anne-Marie Jones

*they mop up tears and sooth sore knees,
pay the gas bills so we don't freeze,
the super secretarial team from
Oak Field School,
formidable duo who look after us all*



**Nominated by Julie Mahoney
Headteacher, Oakfield Primary,
Vale of Glamorgan**

Andrea Pymble

... works very efficiently managing school systems,

Helen Gibbons

... maintains the school diary, inputs pupil data and deals with Special Needs data

Virginia Pritchard

... organises school trips and events, manages the school fund

...all go the extra mile for the school



**Nominated by Liz Counsell
Headteacher, Lakeside Primary, Cardiff**



Diane Thomas

...the school couldn't run without her

**Nominated by Kevin Hart
Headteacher
Llanedeyrn Primary, Cardiff**

Anna Dickinson

You are:

The spirit of the office

And well the load you carry

You are that extra special person

That we call Secretary!

Thank you Anna

for all your hard work!

**Nominated by Ann Griffin
Headteacher
Eglwys Wen Primary, Cardiff**



