

Business Administration Service CSWS Admin Teams - Casework A

Feb 24 V4

	Full time
	Part time
	Maternity
	Vacancy

Angela McAuliffe Deputy Head of Business Administration
Claire Duguid Principal Administration Manager

Caroline Regan Team Leader MTW	Rebecca Dean Team Leader WTF
---	---

Natalie Atkinson Team Leader
--

Sharon Dean Team Leader

Gaynor Watson Team Co-ordinator Fostering/Placements

Leah Dawson Clarke Team Co-ordinator
--

Safia Said Admin Supervisor WTF Staying Close Project

Tashan Hill Team Co-ordinator

Callum Taylor Team Co-ordinator

Aneesah Comrie Team Co-ordinator (starts 19/2/24)
--

Shaheen Khan Senior Admin Ass MTWTF until 3pm

Catherine Brook Senior Administration Assistant

VACANT Senior Administration Assistant
--

VACANT Senior Administration Assistant
--

Deborah Royle Senior Administration Assistant

Sian Harrison Admin Supervisor
--

Anisha Amin Admin Supervisor
--

Jessica Thorpe Admin Supervisor

Tom Brine Admin Supervisor

Windell Boddie Admin Supervisor

Bev Jagger Admin Supervisor

Shah Aslam Admin Supervisor

Manjit Seehra Admin Supervisor
--

Gail Palenzuela Admin Supervisor
--

Julie Foxcroft Admin Supervisor

Chloe Gray Admin Supervisor MTTF

Therapeutic Social Work Service
--

CHAD

FOSTERING

Children Looked After (CLA) 9 Teams
--

Care Leavers 5 Teams

SOUTH - 9 teams

EAST - 10 teams

WEST - 11 Teams

Julie Hunter TSWS

Connor Deery

Lyla Mallinson Kinship

Antje Weber Team 7

Tom Watson Team 8

Thessy Asaboro

Tamara Gomez MTTF Team 14

Deanne Baldwinson TWTF Team 13

Doriana Harris Team 5

Diane Calvert Team 9

Sandra Bainsou Team 21

Michelle Harding Team 17

Family Time

Andy Rodley

Eleanor Bowler Kinship

Anisah Hussain Team 5 & 9

Jane Gomersall MTW Team 6

Leah Marshall MTW

Joanne Lillis Team 15

Bev Buckley TWT Team 16

Karen Birch TWT Team 1

Janet Callaghan Team 4

Michelle Waters MTW Team 19

Connor Goodyear Team 26

Jacky Sherne Contact Centre

Jennifer Edwards MTW CHAD - Hospital
--

Shamaila Ahmed MTWT SGO

Lauren Varey MTW Team 1

Rebecca Treveltham MTW (MAT)

Leah Marshall MTW

Lerone Gumbs Team 17

Susan Doyle Team 11

Andrea Rattray WTF Team 2

Sanna Njie Team 7

Emma Lillington MTW/MT Team 27

Jennifer Fields WTF

Katherine Shaw MTW Contact Centre

Michael Sangster

Julia Hanson Fostering

Pooja Sharma Team 2

Karen Wicks TWT Team 4

Sarah Draper MTW Team 9

Kathryn Devlin WTF Team 12

Angela Bernard TWT Team 3

Adam Kelly Team 6

Faye Haseltine MTTF Team 22

Angela Harriman MTW Team 18

Hayley Holt MTW Contact Centre

FOSTERING

Anulika Umeike MT

Sarah Robinson Team 3

Liz Rogers WTF Team 13

Alison Rushton MTW

Ben Holman Team 10

Helen Hobman TWF Team 7

Laura Topping TTF Team 20

Nina Hawkhead WTF Team 18

Benji MacLeod WTF Contact Centre
--

Caroline Ormiston Early Help TWT
--

Clare Robson TWT Fostering

Sarah Robinson Team 3

Melissa Broadwell WTF

Daniel Alzate Team 8

Joanne Roberts Team 23

Avery Robinson MTTF Team 25

Oluwaseun Aremu TF Contact Centre

Angela Providence FGC

Armida Gunzon Fostering

Residential

Admin Assistant Fostering

Nichola Grant MTW

Miranda Mason TF

Care Leavers 0113 3786771 / CSWSadmin.CareLeavers@Leeds.gov.uk CLA 0113 3788847 / cswsadmin.lookedafterteams@Leeds.gov.uk
--

South Team 0113 3788845 CSWSadmin.South@Leeds.gov.uk

East Team 0113 3788832 CSWSadmin.East@Leeds.gov.uk

West Team 0113 3788804 CSWSadmin.West@Leeds.gov.uk

Therapeutic Team 0113 3781800 / Therapeuticteam@leeds.gov.uk Contact Centres Lavender Walk - 0113 378 1815 Foxcroft Close - 0113 378 1584 South Meeting Point - 0113 3782835 CHAD 0113 3785140 / CHAD.admin@Leeds.gov.uk Fostering 0113 3783665 fostering@leeds.gov.uk kinshipcareadmin@leeds.gov.uk specialguardianship@leeds.gov.uk

Point of contact - Please note the administrator assigned as point of contact for your team is for queries only. You can still approach any member of the admin team for support/queries. The administrators are working in the hub model and will be completing work across various teams, please be mindful of this when you make contact as they may not be able to respond immediately. Emails MUST be sent to your relevant area hub email addresses as highlighted above and NOT to individual named administrators. If this happens the email will be returned and may cause delays. Please note if your point of contact is not available your next point of contact is the hub contact number above.

Office attendance - The majority of administrators work in the office between Tuesday and Thursday on a rota basis. Due to some areas having multiple office bases, rotas can change weekly, therefore we do not have set days/names of administrators at office locations. Please link in with area Admin Supervisors if you require specific information.