

# Key contacts for schools

This document provides contact information for all aspects of your Hoople schools' service. This document is updated regularly—to download the most up-to-date copy for your records, please visit our website at: <https://schools.hoopleltd.co.uk/>

Hoople schools' portal		Telephone	Email address
Kerry Lawrence	for SLA buying season enquiries		✉ <a href="mailto:schoolsportal@hoopleltd.co.uk">schoolsportal@hoopleltd.co.uk</a>
Josh Selwyn	for SLA buying season enquiries	☎ 01432 383678	✉ <a href="mailto:schoolsportal@hoopleltd.co.uk">schoolsportal@hoopleltd.co.uk</a>
Schools' HR services manager		Telephone	Email address
Julie Davies	for schools' HR services (manager)	☎ 01432 260933	✉ <a href="mailto:julie.davies@hoopleltd.co.uk">julie.davies@hoopleltd.co.uk</a>
Schools' HR advice		Telephone	Email address
Julie Bridgewater	for schools' HR advice	☎ 01432 383826	✉ <a href="mailto:julie.bridgewater@hoopleltd.co.uk">julie.bridgewater@hoopleltd.co.uk</a>
Anna Green	for schools' HR advice	☎ 01432 260025	✉ <a href="mailto:anna.green1@hoopleltd.co.uk">anna.green1@hoopleltd.co.uk</a>
Schools' employee services		Telephone	Email address
Employee services team	for schools' employee services	☎ 01432 260580	✉ <a href="mailto:schoolsemployeeservices@hoopleltd.co.uk">schoolsemployeeservices@hoopleltd.co.uk</a>
Shoshana Marsden	for schools' employee services	☎ 01432 260904	✉ <a href="mailto:shoshana.marsden@hoopleltd.co.uk">shoshana.marsden@hoopleltd.co.uk</a>
Schools' payroll		Telephone	Email address
Emma Leonard	for payroll	☎ 01432 260725	✉ <a href="mailto:emma.leonard@hoopleltd.co.uk">emma.leonard@hoopleltd.co.uk</a>
Charlie Best	for payroll	☎ 01432 260029	✉ <a href="mailto:charlie.best@hoopleltd.co.uk">charlie.best@hoopleltd.co.uk</a>
Schools' recruitment		Telephone	Email address
Kelly Hughes	for recruitment (manager)	☎ 01432 383788	✉ <a href="mailto:kelly.hughes@hoopleltd.co.uk">kelly.hughes@hoopleltd.co.uk</a>
Kerry Donativo	for recruitment, supply teaching	☎ 01432 260094	✉ <a href="mailto:kerry.donativo@hoopleltd.co.uk">kerry.donativo@hoopleltd.co.uk</a>
DBS team	for DBS checks	☎ 01432 260574	✉ <a href="mailto:dbsteam@hoopleltd.co.uk">dbsteam@hoopleltd.co.uk</a>
Schools' finance and creditor payments		Telephone	Email address
Jan Sznepka	for finance support	☎ 01432 261580	✉ <a href="mailto:school.finance@hoopleltd.co.uk">school.finance@hoopleltd.co.uk</a>
Malcolm Green	for schools' funding	☎ 01432 260818	✉ <a href="mailto:malcolm.green@herefordshire.gov.uk">malcolm.green@herefordshire.gov.uk</a>
Nicky Anderson	for finance support	☎ 01432 261580	✉ <a href="mailto:school.finance@hoopleltd.co.uk">school.finance@hoopleltd.co.uk</a>
Payments team	for creditor payments	☎ 01432 260271	✉ <a href="mailto:payments@herefordshire.gov.uk">payments@herefordshire.gov.uk</a>
Sonia Lowther	for free school meals	☎ 01432 261505	✉ <a href="mailto:sonia.lowther@hoopleltd.co.uk">sonia.lowther@hoopleltd.co.uk</a>
Sue Morgan	for high needs tariff payments	☎ 01432 261614	✉ <a href="mailto:financesupportteam@hoopleltd.co.uk">financesupportteam@hoopleltd.co.uk</a>
Sheryl Norman	for NEF payments	☎ 01432 383274	✉ <a href="mailto:nef@herefordshire.gov.uk">nef@herefordshire.gov.uk</a>
Transformation and technology		Telephone	Email address
ICT Service Desk	for ICT support	☎ 01432 261500	✉ <a href="mailto:ictservicedesk@hoopleltd.co.uk">ictservicedesk@hoopleltd.co.uk</a>
Schools MIS support team	for MIS	☎ 01432 261500	✉ <a href="mailto:ictsimssupport@hoopleltd.co.uk">ictsimssupport@hoopleltd.co.uk</a>
Training and Bookings team education		Telephone	Email address
	for course bookings	☎ 01432 383500	✉ <a href="mailto:training@hoopleltd.co.uk">training@hoopleltd.co.uk</a>