



Bel McIntosh - Senior Administrator

Personal Profile:

Senior Administrator at LOD Care and Case Management Ltd.

I have worked in a variety of sectors during my career, including TV advertising sales, secondary school education, property and now health care, giving me management level experience in both the private and public sectors.

The organisations I've worked in may differ greatly, but I hope to have brought to each one my personal qualities of being a multi-skilled, highly organised, motivated problem-solver. Colleagues past and present have described me as supportive, flexible & collaborative.

It is important to me to make a difference to people in a positive way. For example, the complexity of the day-to-day running of a school, alongside staff at all levels, was a great challenge but there was such pleasure to be had working with children and young people. I love their energy, quirkiness and the life perspectives they bring.

I have worked with students both in and out of the classroom from age 11 upwards, including pastoral/behaviour support, running D of E Expeditions, and supervising school trips in the UK and abroad.

In my role as Head of Admissions at Skinners' Grammar School one key aspect was to interpret and apply admissions legislation on behalf of the Headmaster, requiring meticulous attention to detail on a daily basis. I was also Head of Transition, offering support to boys and their families throughout a complicated and occasionally stressful process.

I feel very fortunate to have had such a varied career to date. I have gained the most enjoyment and satisfaction from supporting others - often when I have least expected it.

Experience:

- Business administration and logistics
- Sales (TV advertising and property)
- Project management
- Volunteering in primary schools
- Working with secondary school students (boys)
- Parents' first point of contact
- Leading pupils' trips and expeditions