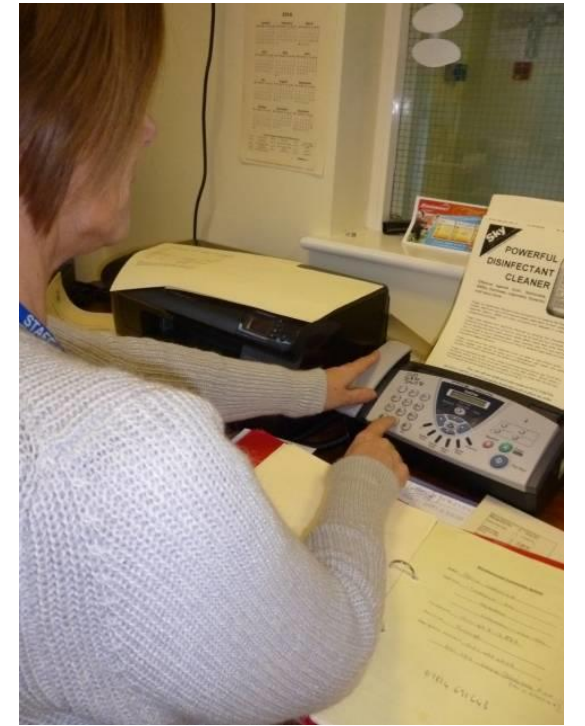




## Mrs. Andrews

Finance Officer

Schools use lots of resources and Mrs. Andrews makes sure we have everything we need. Exercise books, pencils, glue sticks, books, desks, chairs, etc. - when anything is ordered for school, Mrs. Andrews keeps a record of what is ordered, how much it costs and checks there is enough money in the bank to pay for it. She keeps a record of what date something is ordered, when it is delivered and when it has been paid for. She sometimes uses the fax machine to send orders and has to key in the correct numbers. Along with Mrs. Stevens they calculate the weekly percentage attendance for each class.



# When have you used Maths today?

