

A quick guide to the NUT Representatives' Tool

Member List

This shows all the members in your workplace.

Active records							
Remove	Name	Surname	Membership Number	Membership Type	Primary Email Address	Indicator	Invalid Address?
✘	Ms MARY TESTREC...	TESTRECORD	J18562	PART TIME ABOVE 0.3 - 0....	reinst1aug13@nut.org.uk	Red	
✘	MS MIRIAM TESTRE...	TESTRECORD	N09140	FULL TIME (NQ ATT)		Green	
✘	Mr AMADOU TESTT...	TESTTEACHE...	N09149	FULL TIME (NQ2)	testinggtp18sep@nut.org.uk	Red	Y
✘	MS SONIA REPRESE...	REPRESENT...	N09168	PART TIME - 0.3 MAXIMUM		Red	

Add Member

Indicator shows the member's financial status. 'Red' or 'Amber' indicates that the current year's subscription isn't fully up to date.

Invalid Address indicates that post has been returned from the member's home address.

In both cases the member needs to contact Records and Subscriptions Helpdesk on 020 7380 6366 or 0845 300 1666 (Monday to Friday 9am - 5pm) to correct the problem.

Add Member


If an NUT Member in your workplace does not appear on your member list they probably haven't updated their workplace details. You can notify NUT Records and Subscriptions of the change with this tool; they will update the member's record accordingly. The member will appear immediately on your member list.

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Add Member

Please provide the membership number and surname of the NUT member to be added to your workplace list. If they don't know their membership number, or their membership has lapsed, please ask them to contact the Helpdesk on 020 7380 6366 or 0845 300 1666. (Monday - Friday 9am - 5pm).

Member's Details

* Member number 

* Surname

Remove Member

If a colleague has left your workplace, but is still showing up on your list, use the 'Remove' button next to their name. Please provide details in the comments box to let us know whether they've retired, moved to another school etc.

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Comment

Member's Details

⚠ You are about to remove this Member from your workplace list. Please provide any information you can in the Comments box below, e.g. 'Retired' or 'moved to another school'.

Personal Details

Mail name	Type	Number
MS MIRIAM TESTRECORD	FULL TIME (NQ1)	N09140

* Comment

* I confirm that this person should be removed from my list

Cancel Save

This will notify NUT Records and Subscriptions of the change and they can contact the member to update their details. The member will be removed immediately from your member list.

Your Workplace

This shows the contact details and representatives in your workplace. If any of these details are incorrect you can email rss@nut.org.uk, quoting your membership number and the school name and/or six digit code as displayed.

Welcome, SONIA REPRESENTATIVE

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Your School: ONLINE TEST SCHOOL (100002) [\[View Role\]](#)

Contact Details	
Postal Address:	NUT HAMILTON HOUSE MABLEDON PLACE LONDON
Postcode:	WC1H 9BD
Phone:	020 7388 6191
Fax:	
Website:	WWW.TEACHERS.ORG.UK

People	
NUT Members:	7

Committee	
NUT SCHOOL REP.	MS TEST REPSITE-TWO MS SONIA REPRESENTATIVE MS TEST REPSITE-ONE

[Members](#)

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