

EXAMPLE STAFF TIMETABLES

CENTRE MANAGER

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0800-0840	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
0840-0900	Lead Assembly	Lead Assembly	Lead Assembly	Lead Assembly	Lead Assembly	Day Off	See off excursion coaches
0900-0930	Welcome new arrivals	Preparing Group Leader Meeting	Preparing Group Leader Meeting	Preparing Group Leader Meeting	Preparing Group Leader Meeting		
0930-1000	Group Leader Meeting	Group Leader Meeting	Group Leader Meeting	Group Leader Meeting	Group Leader Meeting		
1000-1030	Paperwork	Paperwork	Paperwork	Meeting with HQ Visitor	Paperwork		
1030-1100	Be available	Monitor break	Be available		Meeting with College Manager: Agree arrivals & departures, and accommodation of new students		
1100-1130	Meeting with College Manager Agree bed nights	Meeting with College Manager	Meeting with College Manager		Report to HQ		
1130-1200	Report to HQ	Report to HQ	Report to HQ	Plan Teachers' Meeting with Director of Studies	Meeting with Canteen Manager re: the next week	Lunch	Writing Weekly Report
1200-1300		Send Arrival & Departure info to HQ	Prepare Salaries Return				
1300-1330	Lunch	Lunch	Lunch	Lunch	Lunch		
1330-1500	Help marking Tests if necessary	Management Meeting: Activities	Prepare Management Meeting	Management Meeting: Staff Rotas for following week	Management Meeting: Checking the Weekend		
1500-1530	Break	Break	Break	Break	Break		
1530-1700	Preparing bed nights summary	Prepare Petty Cash Return	Management Meeting: General			Evening Off	Notes for End-of-Course Report
1700-1800	Prepare Staff Meeting			Organise accommodation for following week			
1800-1830	Staff Meeting	Monitor campus	Monitor campus	Monitor campus			
1830-1900	Dinner	Dinner	Dinner	Dinner	Dinner		
1900-1930	Mingle with leaders	Prepare Cheese 'n' Wine Party	Mingle with leaders	Mingle with staff			
1930-2000	Pop in to Evening activities to check	Group Leader Cheese 'n' Wine Party	Pop in to Evening activities to check				
2000-2200							
2200-2400	Spot check patrol		Spot check patrol				

* The above covers most duties, which will not all be necessary in the same week, but total hours should average out at no more than 48 per week