

EXAMPLE STAFF TIMETABLES - 2011

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		Monitor break				
1100-1130	Meeting with College Manager Agree bed nights	Meeting with College Manager	Meeting with College Manager		Meeting with College Manager: Agree arrivals & departures, and accommodation of new students				
1130-1200	Report to HQ	Report to HQ	Report to HQ		Report to HQ	Report to HQ			
1200-1300		Send Arrival & Departure info to HQ	Prepare Salaries Return	Plan Teachers' Meeting with Director of Studies	Meeting with Canteen Manager re: the next week		Writing Weekly Report		
1300-1330	Lunch	Lunch	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	Lunch	Read through all feedback and note action to be taken		
1500-1530		Break	Break	Break	Break			Break	
1530-1700	Preparing bed nights summary	Prepare Petty Cash Return	Management Meeting: General						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					Monitor campus
1830-1900	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner		
1900-1930	Mingle with leaders	Prepare Cheese 'n' Wine Party	Mingle with leaders	Mingle with staff		Evening Off	Mingle with leaders		
1930-2000	Pop in to		Group Leader Cheese 'n' Wine Party	Pop in to					
2000-2200	Evening activities to check	Evening activities to check							
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