

EXAMPLE STAFF TIMETABLES - 2011

CENTRE SUPPORT & WELFARE MANAGER

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
0800-0830								
0830-0900	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	
0900-0930	Welcome & Testing New Students					Day Off	Emergency Cover for Activity Manager	
0930-1030								
1030-1100	Break	Break	Break	Break	Break			
1100-1230	Induction lessons		Paperwork: HQ forms	Meeting with the House Keeper	Organising monitoring schedule for following week		Damage checks for departing students	
1230-1300	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
1300-1330	Meeting with all individuals to introduce new arrivals	Meeting with all individuals	Meeting with all individuals	Meeting with all individuals	Meeting with all individuals		Welcome Arrivals/ Bedding Students	
1330-1500	Accommodation Issues solving	Covering Peer Observation	Paperwork: Filing	Management Meeting: Staff Rotas for following week	Covering Peer Observation			Bedding Students/Departures
1500-1530	Break	Break	Break	Break	Break			
1530-1700		Paperwork: Certificates and Academic Reports	Covering Peer Observation		Accommodation Issues solving			Campus Orientation Tours for new arrivals
1700-1800		Teaching or Office Duties	Teaching or Office Duties		Teaching or Office Duties			
1800-1830	Staff Meeting							
1830-1900	Monitoring Dinner	Monitoring Dinner	Monitoring Dinner	Monitoring Dinner	Monitoring Dinner		Monitoring Dinner	
1900-1930	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	
1930-2000								
2000-2200	Paperwork: Accommodation Plan	Group Leader Cheese 'n Wine Party (Alternating with Activity Manager)		Checking on Evening Activity	Paperwork: Organising Feedback	Evening Off		
2200-2400	Night Patrol	Night Patrol (Alternating with Activity Manager)		Night Patrol	Night Patrol		Night 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