

# SAMPLE TIMETABLE

## CENTRE DIRECTOR (CD)



### SUNDAY

#### MORNING

NEW STAFF INDUCTIONS  
MEET & GREET NEW STUDENTS  
WELCOME TALK

#### AFTERNOON

ORGANISE DOCUMENTS OF NEW STAFF  
CHECK GROUP PAPERWORK

#### EVENING

COMPLETE WEEKLY REPORT

### MONDAY

#### MORNING

MANAGEMENT TEAM MEETING  
GROUP LEADER INDUCTION  
STUDENT INDUCTION

#### AFTERNOON

UPDATE CENTRE FINANCES

#### EVENING

NIGHT DUTY\*\*\*

### TUESDAY

#### MORNING

MANAGEMENT TEAM MEETING  
GROUP LEADER MEETING  
VENUE STAFF MEETING

#### AFTERNOON

CONFIRM MEAL NUMBERS  
GENERAL ADMIN TASKS  
TELEPHONE MEETING WITH HEAD OFFICE

#### EVENING

DINNER SUPERVISION\*  
OVERSEE DEPARTING GROUP

### WEDNESDAY

#### MORNING

### DAY OFF

### THURSDAY

#### MORNING

MANAGEMENT TEAM MEETING  
GROUP LEADER MEETING  
VENUE STAFF MEETING

#### AFTERNOON

CHECK OVER WEEKEND ARRIVALS AND  
DEPARTURES  
GENERAL ADMIN TASKS  
LUNCH DUTY

#### EVENING

DINNER SUPERVISION\*

### FRIDAY

#### MORNING

MANAGEMENT TEAM MEETING  
GROUP LEADER MEETING  
STAFF APPRAISALS  
CERTIFICATE CEREMONY

#### AFTERNOON

PLAN FOR STAFF INDUCTION  
UPDATE CENTRE FINANCES

#### EVENING

LEAD ALL STAFF MEETING

### SATURDAY

#### MORNING

MANAGEMENT TEAM MEETING  
GROUP LEADER MEETING

#### AFTERNOON

UPDATE CENTRE FINANCES  
NEW GROUP INDUCTIONS

#### EVENING

DINNER SUPERVISION\*  
NIGHT DUTY\*\*\*

\* Student supervision includes free-time, breakfast, lunch and dinner duties. These are often 30 mins but can take more or less time depending on group sizes.

\*\* Lights out duty is generally 10.30 PM to 11.30 PM. Duties may vary according to the needs of the centre, but the hours worked would never be more than 48 hours per week.

\*\*\* Night duty is only performed by Student Welfare Officers and Managers.