

# SAMPLE TIMETABLE

## ACTIVITY MANAGER

### (AM)



#### SUNDAY

##### MORNING

CHECK ACTIVITIES STARTING & SEE OFF EXCURSIONS  
ADMIN AND EMAILS

##### AFTERNOON

ADMIN AND EMAILS  
PREPARE FOR GL INDUCTIONS AND MEETINGS

##### EVENING

MEETING WITH ALS TO PLAN UPCOMING ACTIVITIES & NEXT WEEK'S ROTA

#### MONDAY

##### MORNING

BREAKFAST SUPERVISION\*  
CMT MEETING AND GL INDUCTION

##### AFTERNOON

CONFIRM COACH BOOKINGS  
STAFF OBSERVATIONS

##### EVENING

ADMIN / EMAILS  
NIGHT DUTY\*\*\*  
PRE-EXCURSION BRIEFING

#### TUESDAY

##### MORNING

CMT MEETING AND GL MEETINGS  
ACTIVITY LEADERS MEETING

##### AFTERNOON

SEE OFF EXCURSIONS  
ROTA FOR NEXT WEEK  
FINALISE PROGRAMME FOR NEXT WEEK

##### EVENING

FINISH ROTA  
ADMIN / EMAILS

#### WEDNESDAY

##### MORNING

BREAKFAST SUPERVISION\*  
CMT MEETING AND GL MEETINGS

##### AFTERNOON

PREPARE ALL EXCURSIONS FOR THE WEEKEND  
STAFF OBSERVATIONS

##### EVENING

ADMIN / EMAILS  
ALL-STAFF MEETING  
NIGHT DUTY\*\*

#### THURSDAY

##### MORNING

##### AFTERNOON

##### EVENING

#### DAY OFF

#### FRIDAY

##### MORNING

CMT MEETING AND GL MEETINGS

##### AFTERNOON

SENIOR ACTIVITY LEADER MEETINGS  
FREE TIME SUPERVISION\*

##### EVENING

ADMIN / EMAILS

#### SATURDAY

##### MORNING

ADMIN & EMAILS  
PREPARE NEXT WEEK'S PROGRAMME  
NEW STAFF INDUCTION

##### AFTERNOON

##### EVENING

FILM NIGHT

\* 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.