

SAMPLE TIMETABLE

WELFARE & ACCOMMODATION MANAGER (WAM)



SUNDAY

MORNING

DOUBLE CHECK STUDENT ROOM ALLOCATIONS
MEETING WITH THE SWOS
GROUP ARRIVAL AND ACCOMMODATION INDUCTION

AFTERNOON

EVENING

ADMINISTRATION AND EMAILS
SEE OFF DEPARTING STUDENTS

MONDAY

MORNING

CMT MEETING AND GL
INDUCTIONS
STUDENT INDUCTIONS

AFTERNOON

RE-CONFIRM TRANSFER COACHES FOR
THE WEEKEND

EVENING

ADMINISTRATION
ALL STAFF MEETING

TUESDAY

MORNING

CMT MEETING FOLLOWED BY GL MEETING
MEETING WITH THE FACILITIES MANAGER

AFTERNOON

WRITE WELFARE ROTA
SWO OBSERVATIONS

EVENING

EVENING OFF

WEDNESDAY

MORNING

CMT MEETING FOLLOWED BY GL MEETING
MEETING WITH THE HOUSEKEEPING
MANAGER

AFTERNOON

FINALISE WELFARE ROTA

EVENING

DINNER SUPERVISION*
LIGHTS OUT DUTY**
NIGHT DUTY***

THURSDAY

MORNING

CMT MEETING FOLLOWED BY GL MEETING
FINALISE ROOM ALLOCATIONS

AFTERNOON

CHECK THROUGH ARRIVALS AND
DEPARTURE BOOKINGS

EVENING

DINNER SUPERVISION*
LIGHTS OUT DUTY**
SWO OBSERVATIONS

FRIDAY

MORNING

AFTERNOON

EVENING

DAY OFF

SATURDAY

MORNING

FREE TIME SUPERVISION*
STAFF INDUCTIONS
GROUP ARRIVAL AND ACCOMMODATION INDUCTION

AFTERNOON

EVENING

CHECK-IN INDIVIDUAL STUDENTS
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.