

# SAMPLE TIMETABLE

## SENIOR STUDENT WELFARE OFFICER (SSWO)



### SUNDAY

#### MORNING

MEET AND GREET GROUP ARRIVING AT AIRPORT AND BRING THEM BACK TO THE SCHOOL BY COACH

#### AFTERNOON

#### EVENING

GROUP INDUCTION AND CHECK IN PAPER WORK

### MONDAY

#### MORNING

COMPLETE NEW GROUP PAPERWORK AND COLLECT DEPOSITS

#### AFTERNOON

ASSIST WITH STUDENT INDUCTIONS FREE TIME SUPERVISION\*

#### EVENING

ADMINISTRATION  
STAFF MEETING  
NIGHT DUTY\*\*\*

### TUESDAY

#### MORNING

MORNING OFF

#### AFTERNOON

MEET WITH VENUE TO ORGANISE MEALS  
ADMINISTRATION DUTIES AND PLANNING

#### EVENING

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

### WEDNESDAY

#### MORNING

MORNING OFF

#### AFTERNOON

ACCOMMODATION PLANNING

#### EVENING

NIGHT DUTY\*\*\*

### THURSDAY

#### MORNING

DAY OFF

#### AFTERNOON

#### EVENING

### FRIDAY

#### MORNING

BREAKFAST SUPERVISION\*  
BREAK TIME SUPERVISION\*  
ADMINISTRATION

#### AFTERNOON

MID-WEEK GROUP ARRIVAL CHECK-IN  
AND PAPERWORK

#### EVENING

ASSIST WITH THE EVENING ACTIVITY  
LIGHTS OUT DUTY\*\*

### SATURDAY

#### MORNING

ROOM CHECKS

#### AFTERNOON

#### EVENING

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.