

# 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.