

SUMMER 2020

WELFARE & ACCOMMODATION MANAGER SAMPLE TIMETABLE

CLASSIC COURSE	MORNING	AFTERNOON	EVENING
SUNDAY	DOUBLE CHECK STUDENT ROOM ALLOCATIONS MEETING WITH THE SWOS GROUP ARRIVAL AND ACCOMMODATION INDUCTION		ADMINISTRATION AND EMAILS SEE OFF DEPARTING STUDENTS
MONDAY	CMT MEETING AND GL INDUCTIONS STUDENT INDUCTIONS	RE-CONFIRM TRANSFER COACHES FOR THE WEEKEND	ADMINISTRATION ALL STAFF MEETING
TUESDAY	CMT MEETING FOLLOWED BY GL MEETING MEETING WITH THE FACILITIES MANAGER	WRITE WELFARE ROTA SWO OBSERVATIONS	EVENING OFF
WEDNESDAY	CMT MEETING FOLLOWED BY GL MEETING MEETING WITH THE HOUSEKEEPING MANAGER	FINALISE WELFARE ROTA	DINNER SUPERVISION* LIGHTS OUT DUTY** NIGHT DUTY***
THURSDAY	CMT MEETING FOLLOWED BY GL MEETING FINALISE ROOM ALLOCATIONS	CHECK THROUGH ARRIVALS AND DEPARTURE BOOKINGS	DINNER SUPERVISION* LIGHTS OUT DUTY** SWO OBSERVATIONS
FRIDAY	DAY OFF		
SATURDAY	ROOM CHECKS WITH SWOS FREE TIME SUPERVISION* STAFF INDUCTIONS GROUP ARRIVAL AND ACCOMMODATION INDUCTION		CHECK-IN INDIVIDUAL STUDENTS NIGHT DUTY***