


Student Welfare Officer



Sample Timetable

|  | Morning | Afternoon | Evening |
|---|---|--|---|
| Sunday | <i>Previous group departure</i> <i>Room checks</i> | <i>New group arrivals</i> <i>Supervise students free time*</i> | <i>Welcome evening with new arrivals</i> |
| Monday | <i>Breakfast duty*</i> <i>Student inductions and presentations</i> | <i>Lunch duty*</i> | <i>Dinner duty*</i> <i>Administration</i> |
| Tuesday | <i>Room checks</i> <i>Activity supervision</i> | <i>Supervise students free time*</i> <i>Paperwork and admin</i> | <i>Dinner duty*</i> <i>Lights out duty**</i> |
| Wednesday | <i>Free morning</i> | <i>Organising arrivals and departures</i> <i>Meeting with venue staff</i> <i>Lunch duty*</i> <i>Supervise students free time*</i> | <i>Lights out duty**</i> |
| Thursday | <i>Day off</i> | | |
| Friday | <i>Free morning</i> | <i>Administration</i> <i>Supervise students free time*</i> | <i>Dinner Duty*</i> <i>Lights out duty**</i> |
| Saturday | <i>New group arrivals</i> | <i>Send off students to excursion</i> <i>Room checks</i> <i>New group arrivals</i> | <i>Administration</i> <i>Lights out duty**</i> |

*Student supervision includes 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 10pm-1am. All duties may vary according to the needs of the centre, but the hours worked would never be more than 48 hours per week.