

Weekly Administration Schedule – Chris Brown (Administration Officer)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.00am to 9.00am	Answer phones <ul style="list-style-type: none"> Students – absences Absentee SMS to parents Reception counter enquiries	Answer phones <ul style="list-style-type: none"> Students – absences Absentee SMS to parents Reception counter enquiries	Answer phones <ul style="list-style-type: none"> Students – absences Absentee SMS to parents Reception counter enquiries	Answer phones <ul style="list-style-type: none"> Students – absences Absentee SMS to parents Reception counter enquiries	Answer phones <ul style="list-style-type: none"> Students – absences Absentee SMS to parents Reception counter enquiries
9.00am to 11.00am	Daily Administration Meeting Check and action emails Reception General Administration duties Student Absence Report	Daily Administration Meeting Check and action emails Reception General Administration duties Student Absence Report <i>*Internet + Check down – First Aid kit</i>	Daily Administration Meeting Check and action emails Reception General Administration duties Prepare school newsletter Student Absence Report	Daily Administration Meeting Check and action emails Reception General Administration duties Student Absence Report	Daily Administration Meeting Check and action emails Reception General Administration duties Student Absence Report
11.00am to 12.30pm	Lunch				
1.00pm to 2.30pm	Reception General Administration duties Discretionary Duties	Reception General Administration duties Discretionary Duties	Reception General Administration duties Discretionary Duties	Reception General Administration duties Discretionary Duties	Reception General Administration duties Discretionary Duties Petty Cash - balance
2.30pm to 3.30pm	Reception General Administration duties Discretionary Duties Student enquiries	Reception General Administration duties Discretionary Duties Student enquiries	Reception General Administration duties Discretionary Duties Student enquiries	Reception General Administration duties Discretionary Duties Student enquiries <i>*All of Staff team meeting</i>	Reception General Administration duties Discretionary Duties Student enquiries
3.30pm to 4.00pm	Filing Housekeeping Staff Room	Filing Housekeeping Staff Room <i>*Cover for reception.</i>	Filing Housekeeping Staff Room	Filing Housekeeping Staff Room	Filing Housekeeping Staff Room Weekly review with Manager

**Changes made this week to plan.*