

Chris Brown – Outlook Screenshot w/c 20/3/2023

	Monday	Tuesday	Wednesday	Thursday	Friday
	20	21	22	23	24
8 AM	Answer phones - Students – absences Absentee SMS to parents Reception counter enquiries	Answer phones - Students – absences Absentee SMS to parents Reception counter enquiries	Answer phones - Students – absences Absentee SMS to parents Reception counter enquiries	Answer phones - Students – absences Absentee SMS to parents Reception counter enquiries	Answer phones - Students – absences Absentee SMS to parents Reception counter enquiries
9 AM	Daily Administration Meeting	Daily Administration Meeting	Daily Administration Meeting	Daily Administration Meeting	Daily Administration Meeting
10 AM	Student Absence Report	Student Absence Report	Student Absence Report	Student Absence Report	Student Absence Report
11 AM			Prepare School Newsletter		
12 PM				Confirm Workshop bookings for April Adr	
1 PM	Stationery Stocktake and Order				Balance Petty Cash
2 PM	Contact Cool-Air re service on Air Con	Review Admin Manager's Calendar for		Email Newsletter to parents	
3 PM	Student enquiries (walk-ins)	Student enquiries (walk-ins)	Student enquiries (walk-ins)	Student enquiries (walk-ins)	Student enquiries (walk-ins)
4 PM					Weekly Review

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	Monday	Tuesday	Wednesday	Thursday	Friday
	27	28	¹ 29	30	31
8 AM	Answer phones - Students – absences Absentee SMS to parents Reception counter enquiries	Answer phones - Students – absences Absentee SMS to parents Reception counter enquiries	Answer phones - Students – absences Absentee SMS to parents Reception counter enquiries	Answer phones - Students – absences Absentee SMS to parents Reception counter enquiries	Answer phones - Students – absences Absentee SMS to parents Reception counter enquiries
9 AM	Daily Administration Meeting	Daily Administration Meeting	Daily Administration Meeting	Daily Administration Meeting	Daily Administration Meeting
10 AM	Student Absence Report	Student Absence Report	Student Absence Report	Student Absence Report	Student Absence Report
11 AM			Prepare School Newsletter	Prepare Induction Pack for new staff mem	
12 PM					
1 PM	Stationery Stocktake and Order				Balance Petty Cash
2 PM		Review Admin Manager's Calendar for		Email Newsletter to parents	
3 PM	Student enquiries (walk-ins)	Student enquiries (walk-ins)	Student enquiries (walk-ins)	Student enquiries (walk-ins)	Student enquiries (walk-ins)
4 PM					Weekly Review
5 PM					