[Company name]

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School staff rota

Weekly rota - teaching, cover and duties.

Week starting: _____

Prepared by: _____

Roles used on this rota: Teacher, Teaching assistant, Cover supervisor, Admin officer.

Rota

Day	Staff member	Start	Finish	Role / station	Notes
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Sign-off

Prepared by: _____ **Approved by:** _____ **Date:** _____