**[Company name]**

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

# School staff rota

Weekly rota - teaching, cover and duties.

| | |
|---|---|
| **Week starting** | [Date] |
| **Prepared by** | [Name] |

## Roles

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 |
|---|---|---|
| | | |