

2022 UNIFORM SHOP MANAGERS EXPECTED HOURS OF WORK

**** PERSON YET TO BE APPOINTED ****

Below are the STANDARD hours for each term. There may be some variation to these from time to time, according to need and by negotiation.

Note: Unless it is agreed there is a need for additional hours during the 2022 year, It is very important to stay within these agreed 2022 budgeted hours.

- 1) **2022 Term 1;** Weeks 1 - 11 Plus **Term 2;** Weeks 1 – 4
(17th Jan 2022 to 26th May 2022)
13 Hours per week worked

- ❖ Monday's: 2.15pm to 4.15pm – **2hrs**
- ❖ Tuesday's: 12.15pm to 4.15pm – **4hrs**
- ❖ Thursday's: 12.15pm to 4.15pm – **4hrs**

Term 1/2; Specific 2nd Hand Uniform Intake processing days allocated:

- ❖ Monday 14th Feb 2022
- ❖ Tuesday 1st March 2022
- ❖ Monday 2nd May 2022

- 2) **2022 Term 2;** Weeks 5-10 Plus **Term 3;** Weeks 1 - 9
(30th May 2022 to 22nd Sept 2022)
10.0 Hrs per week worked

- ❖ Monday's: 12.45pm to 4.15pm – **3.5hrs**
- ❖ Thursday's: 12.15pm to 4.15pm – **4hrs**

Term 2/3; Specific 2nd Hand Uniform Intake processing days allocated:

- ❖ Monday 1st August 2022

- 3) **2022 Term 3;** Week 10 Plus **Term 4;** Weeks 1 to 8
(26th Sept 2022 to 1st Dec 2022)
13 Hours per week worked

- ❖ Monday's: 2.15pm to 4.15pm – **2hrs**
- ❖ Tuesday's: 12.15pm to 4.15pm - **4hrs**
- ❖ Thursday's: 12.15pm to 4.15pm - **4hrs**

Term 3/4; Specific 2nd Hand Uniform Intake processing days allocated:

- ❖ Monday 17th October 2022
- ❖ Thursday 3rd November 2022
- ❖ Thursday 1st December 2022

- 4) The difference with the schedule of actual hours above while the shop is trading, is your admin preparation time.
- 5) Extra hours may be required to be worked as and when required, especially at the end of year and start of year school periods, uniform stock take (Held during the July 2022 year Term holidays; anytime between 11th to 22nd July 2022. This task has been allocated a budget based on previous years achievement of 8 Hours for each person) and second-hand uniform intake periods, as stated above.

Note: The above 2022 hours will form the usual work hours' pattern for subsequent years.

Employee: _____

Date: _____

On behalf of the Employer:

Business Manager: _____
Paul Hartstonge

Date: _____

