



Northwood House Family Assessment Centre

Foundation of Resilience

Norwood House Weekly Work Rota

Day	Morning Shift (7:00 AM – 4:00 PM)	Afternoon Shift (4:00 PM – 8:00 PM)	Night Shift (8:00 PM – 7:00 AM)
Monday	Sarah J. / Lisa T	John M. / Mandy M	Emily D.
Tuesday	Sarah J. / Lisa T	John M. / Mandy M	Emily D.
Wednesday	Sarah J. / Lisa T	John M. / Mandy M	Emily D.
Thursday	Sarah J. / Lisa T	John M. / Jane K.	Mandy M.
Friday	Sarah J. / Jessie T.	Jane K. / Tim P.	Mandy M.
Saturday	Jane K. / John M.	Tim P. / Lisa T.	Jessie T.
Sunday	Jessie T. / Tim P.	Jane K. / Lisa T.	Tim P.

Key Notes:

Morning Shift (7:00 AM – 4:00 PM): Responsible for daily operations, assisting residents with morning routines, coordinating activities, and administrative tasks.

Afternoon Shift (4:00 PM – 8:00 PM): Focuses on evening routines, meal preparation, resident check-ins, and transitional handovers to night staff.

Night Shift (8:00 PM – 7:00 AM): Ensures overnight supervision, conducts safety checks, and provides emergency support.

This schedule provides continuous coverage throughout the week, ensuring that residents receive the support they need at all times. Adjust staff names and shift assignments as necessary to match your team's availability.