



KeyStage Recruitment Ltd TIMESHEET

DTV Business Centre, Orde Wingate Way, Stockton-on-Tees, TS19 0GD.

This timesheet needs to be signed by your line manager at the school and faxed to 01642 678012 or scanned then emailed to info@keystagerecruitment.co.uk.

Name of School: _____

Name of Supply Person: _____

Friday's Date (Week Ending): _____

Summary of Days or Hours Worked
Title of Assignment (e.g. English / General Cover)

	Details	Full Day	Half Day
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Other			

Total Days Worked _____

I confirm that the information listed above is accurate and the supply person has worked the hours/days stated. Payment will be made in respect of the information provided.

School Representatives Signature _____ Date _____

School Representatives Position _____

KeyStage Recruitment teachers are required to:-
Present KeyStage with a signed timesheet at the end of each booking on or before the Friday of the week worked.
Behave professionally at all times and dress smartly.
Carry out all reasonable requests by your line manager at the school.
Work for 6 hours a day unless specified otherwise by the school.
Teach and control the class effectively and in accordance to the schools individual discipline policy.

FAILURE TO SUBMIT A VALID TIMESHEET WILL RESULT IN LATE PAYMENT OF WAGES
Please log on to www.keystagerecruitment.co.uk for additional timesheets and information, Thanks.