



## Creating a staff rota

Your boss has asked you to complete next week's staff rota. You need to make sure there are two people in the office every morning and afternoon.

### Staff information



"My name's Joanna and I can work every morning from Monday to Friday."



"My name's Martin and next week I'm available to work on Monday morning and Wednesday afternoon."



"My name's Kash and I'm available to work every afternoon except on Wednesday."



"My name's Susie and I'm not available at all because I'm on holiday next week."



"My name's Karl. I can work Monday afternoon and all day on Thursday."



"My name's Ahmed and I'm available for three full days on Tuesday, Wednesday and Friday."



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Use your knowledge of pre-set formats and the factsheet **Using tables and pre-set formats** to complete the staff rota below. And read the profiles above to inform your choices. Write in the start date and the names of staff required to work each morning and afternoon.

### Office staffing rota

Date: \_\_\_\_\_

|    | Monday | Tuesday | Wednesday | Thursday | Friday |
|----|--------|---------|-----------|----------|--------|
| am |        |         |           |          |        |
| pm |        |         |           |          |        |