

SCHOOL SUPPORT STAFF – ANALYSIS OF ADDITIONAL DUTIES

NAME: _____ SCHOOL: _____

JOB: _____ LEVEL: _____

Please complete the table in respect of any two week period. Your name and school will be kept confidential to UNISON in using this information.

Week 1	ADDITIONAL TASKS/RESPONSIBILITIES UNDERTAKEN	HOURS WORKED
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Week 2	ADDITIONAL TASKS/RESPONSIBILITIES UNDERTAKEN	HOURS WORKED
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Please use additional sheets if necessary.

Return completed forms marked "School Support Staff Survey" by 31st January 2011 to:-

Nottingham City UNISON
4 – 6 Perth Street
Nottingham NG1 3LU