

Timesheet

Name of Nursery Nurse / SSA / TA

Name of School / Nursery

Address of School / Nursery

	Week Ending Date	
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Hours Worked

	AM / Hours	PM / Hours	Hours Worked
Monday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Total Hours	<input type="text"/>

Please ensure that timesheet(s) are returned to the office no later than 10:00am the following Monday.

I certify that the hours worked are true and correct and that payment will be made in accordance with the Business Terms of Key Stage Teacher Supply.

Signature

Position

Print Name

Date

 Blackburn Branch: 1st Floor, 9 Preston New Road, Blackburn, Lancashire, BB2 1AR **Telephone:** 01254 507210 **Fax:** 01254 507211

 Chorley Branch: 24 St Georges Street, Chorley, Lancashire, PR7 2AA **Telephone:** 01257 240960 **Fax:** 01257 240961

 Lancaster Branch: Cameron House, White Cross, South Road, Lancaster, LA1 4XF **Telephone:** 01524 597170 **Fax:** 01524 597171

Email: info@keystagesupply.co.uk **Web:** www.keystagesupply.co.uk

Timesheet

Name of Teacher

Name of School

Address of School

	Week Ending Date	
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Days Worked

	AM / Hours	PM / Hours	Days Worked
Monday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Days			<input type="text"/>

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