

Please email timesheets to:

[accounts@ortusrecruitment.com](mailto:accounts@ortusrecruitment.com)

## TIMESHEET

1. Week Ending Date:
2. Candidate Name:
3. School Name:

Schools: Boxes 5-11 must be completed accurately by the school. Failure to do so will result in the timesheet being rejected Please photocopy this timesheet for your records if required.

5.	Monday	Tuesday	Wednesday	Thursday	Friday	Total
<b>Full Day</b>						
<b>Half Day</b>						
I confirm that the total days worked are correct and will accept your accounts for the chargeable days at the agreed rate. I also accept Ortus Recruitment's terms and conditions of business and note that fees may be payable should a candidate be engaged on a direct contract.						
6. Name:			7. Position:			
8. School Post Code:			9. Date:			
10. Signature:						
11. School Email Address:						

### **Ortus Recruitment's staff are expected to:**

- Keep up to date on national curriculum issues and subject specialisms
- Teach and supervise effectively, as required by each school
- Prepare lessons or teach ready-prepared lessons as appropriate
- Mark written work for primary schools before leaving at the end of each day (Supply Teachers)
- Mark any work in secondary schools unless placement is for a single day
- Maintain professional standards of dress and behaviour
- Carry out reasonable requests made by the school, including tasks like play-ground duty

**We appreciate that some of the above expectations apply more to teachers than support staff.**