



Providing Specialist & Creative Staffing Solutions to Schools

- PPA Time
- Breakfast Clubs
- After School Clubs
- Sports Coaches
- Art Tutors
- Dance Tutors
- Teaching Assistants
- Support Workers
- SEN Specialists
- Nursery Nurses
- HLTA's
- Cover Supervisors
- Associate Teachers
- Supply Teachers

# Timesheet

Fax back on: **0191 440 9797** or, post to:

Education World Ltd, Greenesfield Business Centre, Mulgrave Terrace, Gateshead, NE8 1Xp

**Temporary Worker:** Boxes 1-5 must be completed by the temporary worker, failure to do so will result in the timesheet being rejected. It is the responsibility of the temporary worker to ensure that Education World receive this timesheet by the following Monday.

1. Week ending date

2. Temporary Worker's Name

3. School name

4. Temporary workers reference number

5. **Specify Job/Role:**

**Schools:** Boxes 6-12 must be completed by the school, failure to do so will result in the timesheet being rejected. Please photocopy this timesheet for your records if required.

6.	Monday	Tuesday	Wednesday	Thursday	Friday	Total days/hours
Full day/hours						
Half day/hours						

**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 Education World's terms and conditions of business.**

7. Name

8. Position

9. School postcode

10. Date

11. Signature

12. **Specify Job/Role of Worker:**

## Mission Statement

*'To build enduring professional and purposeful relationships with schools and candidates, and to provide them with an innovative, quality driven and value for money range of recruitment services, which contribute directly to the raising of standards for all.'*

**Website: [www.education-world.co.uk](http://www.education-world.co.uk) or Call 0191 440 9993**