

Weekly staff rota

One row per person, one column per day. The headcount row is your coverage check.

WEEK COMMENCING

SITE OR DEPARTMENT

PUBLISHED ON

NAME	ROLE	MON	TUE	WED	THU	FRI	SAT	SUN	NOTES
Sam Field	Supervisor	08:00-16:00	08:00-16:00	Off	12:00-20:00	08:00-16:00	Off	Off	Opens up Monday to Friday
Priya Shah	Team member	Off	12:00-20:00	12:00-20:00	12:00-20:00	Off	10:00-18:00	10:00-18:00	Lates and weekends
Tom Whelan	Team member	09:00-17:00	09:00-17:00	09:00-17:00	Annual leave	Annual leave	Off	Off	Cover arranged for Thu and Fri
Grace Okafor	Apprentice	09:00-15:00	Off	09:00-15:00	09:00-15:00	09:00-15:00	Off	Off	College on Tuesdays
Dan Reilly	Weekend cover	Off	Off	Off	Off	Off	08:00-16:00	08:00-16:00	Weekends only
Daily headcount		3	3	3	3	3	2	2	Needed: 3 weekdays, 2 weekend

Notes

- Write Off explicitly rather than leaving a blank, so an empty cell always means not planned yet.
- Use Annual leave, Sick or Training where the reason matters to whoever reads the rota.
- Keep the headcount row honest and compare it with what each day actually needs.
- Note the date you published it. Late changes are the single biggest cause of no-shows.
- Delete the five example rows once you have the shape, and add as many rows as you need.