

## Greater Manchester Pay and Employment Rights Advice Service Pay Factsheet

### Young Clerical Workers

These are some rates of pay which employers offer to young workers. They are examples of what people doing different jobs are paid. Your employer does not have to pay you similar rates, but you may find the information useful in working out whether you get a fair rate or whether you should try to ask for more.

INDUSTRY/COMPANY & DATE OF AGREEMENT	TYPE OF WORKER/JOB	AGE/YEAR	WEEKLY PAY	HOURLY PAY
<b>Imperial Tobacco</b>      <b>01.09.05</b>	Post room clerk	16	£216.06	£6.17
		17	£262.29	£7.49
	Telephonist	16	£225.71	£6.45
		17	£274.17	£7.83
	Typist	16	£248.12	£7.09
		17	£301.25	£8.61
<b>NHS</b>   <b>01.04.02</b>	General admin assistant-trainee	16	£134.19	£3.63
		17	£149.73	£4.05
		18	£169.88	£4.59
<b>Retail Co-op Society</b>   <b>01.10.05</b>	Admin clerical assistant	16	£122.30	£3.14
		17	£141.10	£3.62
		18	£203.51	£5.22
<b>Royal Mail</b>   <b>21.10.02</b>	Clerical worker (national)	16	£138.67 to £157.16	
		17	£161.78 to £183.35	
<b>South Oxford District Council</b>  <b>01.04.01</b>	Admin assistant	17	£141.46	£3.82
		18	£152.87	£4.13
		21	£194.63	£5.26
<b>Waterstones</b> <b>01.05.01</b>	Admin assistant	16+	£171.38 to £197.25	£4.57 to £5.26
<b>Woolworths</b> <b>01.10.01</b>	Admin assistant	16-17	£152.10	£3.90
		18+	£178.62	£4.58

## The National Minimum Wage

On 1<sup>st</sup> October 2004 a new national minimum wage rate of **£3.00 per hour** was introduced for **16 and 17 year olds** (16 year olds must have completed full time compulsory education to be eligible).

**From 1<sup>st</sup> October 2005**, the three different rates for adults are:

- ◆ Workers aged 22 years and over are currently entitled to **£5.05 per hour**.
- ◆ Workers aged 22 years and over who are in the first six months of working for a new employer and are undergoing training for a recognised qualification get **£4.25 per hour**.
- ◆ Workers aged 18 - 21 are entitled to **£4.25 per hour** (unless they are apprentices – see exemptions below).

**Exemptions:** Apprentices aged 18 and first year apprentices up to age 26.

Apprentices who do not qualify for the minimum wage should be paid in line with the Lower Earnings Limit figure (currently £82 per week - changes in April 2006).

### If you need more information about pay and employment rights, contact

**Greater Manchester Pay and Employment Rights Advice Service on 0161 839 3888**

or write to us at:  
4<sup>th</sup> Floor, Swan Buildings  
20 Swan Street  
Manchester, M4 5JW

or visit our website:  
[www.gmemploymentrights.org.uk](http://www.gmemploymentrights.org.uk)

#### **Trade Unions**

Trade unions help workers to get better pay and work conditions.

For further information contact us, or:  
**North West TUC, Suite 506-510, The Cotton Exchange, Old Hall Street, Liverpool L3 9UD 0151-236 5432**