

# **THE POST OFFICE**

## **General Employment Information**



**POST OFFICE**

## EMPLOYMENT IN THE POST OFFICE

The Post Office is the biggest business in Britain and one of the largest industrial, trading and service organisations in the world. Its job is to provide the nation with the best possible communications systems and its activities range from the postal services to satellite communications: from operating radio stations and cable-laying ships to telephone operating: from installing, operating and maintaining data transmission services to accounting and clerical work. In spite of its size the Post Office is not a vast impersonal machine. Many of its units are small with independent responsibilities, and the larger units are run as groups or sections small enough for everyone in them to know—and to be known by—his colleagues.

This leaflet outlines the main conditions of employment in the Post Office and gives information about the many opportunities we offer for an interesting career. Other leaflets and pamphlets describe in some detail the various jobs which are available and the qualifications required. If you would like further details please apply to the address from which you obtained this leaflet. Staff are needed for many different kinds of work and are recruited from a wide age range. The age requirements for entry to different jobs are given in the explanatory leaflets about them.

## Qualifications

Different qualifications, abilities and experience are needed for different kinds of work. The explanatory leaflets about particular jobs tell you what is required.

The following list gives an idea of the kind of qualifications needed for some of the jobs now available.

### Management level entry—fast stream

Postal management	}	University degree
Telecommunications management		
Computer services—systems analysis and programming, operational and commercial applications		
Scientific research	}	University degree in appropriate subjects or certain professional qualifications or other evidence of professional ability
Engineering—research, development, planning or management		
Specialised functions—economics, statistics, operational research, mathematics		

### Management level entry—normal

Supplementary entry to the above areas of work for management and specialist posts	}	University degree or some other qualifications including Higher National Diploma or “A” level in appropriate subjects. Staff are encouraged to progress with further education (see paragraph on training and development on page 4)
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### General entry

Clerical work, management and technical support functions	}	“O” level in certain subjects or ability to pass appropriate aptitude tests
Post Office counter services		
Communications engineering apprenticeship		

## General entry—*contd.*

Drawing office work } ONC

Postal delivery, sorting, etc }  
Telephonist and telegraphist } Aptitude for the work  
work }

For Post Office recruitment, the term “degree” means a degree awarded by a University in the United Kingdom or Irish Republic or by the Council for National Academic Awards. A degree awarded by an overseas University may be accepted if it is fully comparable with the stipulated United Kingdom degree. In the management and professional entry—fast stream, successful applicants usually have education to a good honours degree level but this is not always so.

Scottish and Irish school leaving qualifications, CSE Grade I Certificates, Ordinary or Higher National Certificates and Diplomas and other qualifications (e.g. overseas) may be offered as equivalent qualifications at the appropriate levels of entry.

## Security

No one can be employed by the Post Office on work which is vital to the security of the State if he is, or has recently been, a member of the Communist Party or a Fascist organisation; or if there are legitimate doubts about his reliability because of his recent sympathy to Communism or Fascism, his association with Communists or Fascists or their sympathisers or his susceptibility to Communist or Fascist pressure.

## Nationality

Nationality is not a bar to employment in the Post Office. A candidate must, however, be free to take or change employment in the UK. Where there is a time restriction on a candidate's stay he may be employed exceptionally, but only in a temporary capacity.

In no circumstances will the Post Office apply for a work permit on behalf of a candidate for employment.

Anyone in doubt about his status in the UK should enquire at the Home Office, Immigration and Nationality Department, Lunar House, 40 Wellesley Road, Croydon CR9 2BY.

## Overseas residents

Applications from overseas residents, whether UK or Commonwealth citizens or aliens (including nationals of EEC countries), cannot normally be considered.

## **References**

We will ask for the names of responsible people from whom references may be obtained. If the applicant does not wish his present employer to be approached for a reference before the interview or selection test he can say so on his application form. In such instances no approach will be made to the employer until all tests and other enquiries into the applicant's eligibility have been successfully completed.

## **Travelling expenses for attending interviews**

We will refund reasonable travelling expenses to candidates who have to travel from home in the United Kingdom or Irish Republic to attend an interview or test. In some instances overnight accommodation will be provided; where this is not available hotel expenses will be paid within certain limits.

## **Travelling expenses on first taking up employment**

New staff under 21 whose first place of employment in the Post Office is so far from their homes that they have to move may be repaid the second class fare incurred in moving to accommodation nearer their work.

## **Accommodation**

Lists of accommodation for new staff taking jobs away from home are usually available.

## **Visits home**

We refund to staff under 21 most of the cost of travelling home three times a year. This is restricted to visits within the United Kingdom.

## **Trial on first employment**

A new employee will be on trial for a period during which both he and the Post Office will have an opportunity to consider whether he is suited to and really wants to do the work. Trial is important not only for determining suitability for the work, but in setting appropriate standards of health, attendance and conduct. When the trial period has been successfully completed and the employee has demonstrated his suitability for the post he can look forward to a rewarding and interesting career.

## **Pay**

Salary is quoted as an annual figure and is paid monthly in arrears. Wage rates are quoted in weekly terms.

## **Contributory pension scheme**

All Post Office employees (with certain limited exceptions) must become members of the contributory pension scheme under which they contribute 6% of their salary per annum; the Post Office contributes a further 9%.

## **Holidays**

Annual paid leave allowances differ from grade to grade and in the main increase with length of service. Extra days are added to the usual public holidays at Christmas, Easter and the Spring holiday.

## **Absence due to illness etc.**

Sick pay and paid maternity leave, within varying limits according to employment status, is allowed to all staff other than those employed on a purely seasonal or casual basis.

## **Transfers**

The Post Office is a nation-wide organisation so that staff may be asked to transfer from one place to another if the need arises. As far as practicable, staff are not required to move against their wishes and care is taken to ensure wherever possible that staff are able to work in towns of their choice.

Where staff are required to move from one town to another removal and travelling expenses are paid within reasonable limits.

## **Training and development**

All staff are given comprehensive training for their particular work. Training is given either on the job itself or at Post Office technical colleges and training centres throughout the country. Some of these centres are residential and all make use of the most up-to-date training methods.

We also run our own management colleges where modern concepts and techniques are taught to managerial and professional staff.

A substantial number of scholarships are awarded to staff each year for full-time and sandwich degree courses and for one-year, full-time diploma courses. Staff receive full pay while on full-time courses and help with the cost of books, etc. Many of the degree bursars qualify for promotion to management posts after graduation and some return later to university on full pay for post-graduate work.

Staff are also encouraged to study in their own time for recognised and relevant academic or professional qualifications and receive help from the Post Office with fees, text books, travelling expenses and time off.

### **Further education for young people**

Staff are encouraged to continue their general or technical education. Day release for studies is optional for those under 18. If the student makes good use of day release opportunities and is efficient at his job further time off is allowed to complete a course and to take the examination.

### **Safety**

Although most Post Office jobs are not hazardous, care is taken to provide safe conditions of work. Everybody is expected to help prevent accidents and all staff are represented on safety committees.

### **Welfare**

Welfare Officers are available for private consultation on personal or domestic problems and can often help with other difficulties, too. There are Welfare Officers in every major city and town.

### **Benevolent and similar organisations**

A number of organisations exist to help Post Office employees. These include Benevolent Funds, the Post Office and Civil Service Sanatorium Society and the Post Office Fellowship of Remembrance which provides convalescence and some accommodation for holidays.

### **Trade unions**

The Post Office welcomes membership of its recognised unions and staff participation in their activities.

### **Staff restaurants**

We have more than 550 staff restaurants where good meals are served at subsidised prices. These prices are further reduced for staff under 19 years.

### **Youth activities**

We have a Youth Adviser whose job includes encouraging young employees to take part in Venture Training.

## **Sports and social activities**

We have more than 700 recreational clubs throughout the country with a membership of 180,000 covering 130 different pursuits. Games rooms are provided in the larger offices.

## **Retirement**

The normal minimum retiring age is 60 but staff who are fit and efficient may be retained beyond 60. Service beyond the age of 60 will earn increased superannuation benefits. Retention beyond the age of 65 is normally on a temporary basis.