



GETTING A JOB WHILE AT SCHOOL

YOUNG PERSONS' GUIDE

THE IMPORTANT STUFF

If you're aged 13 to 16 and are looking for – or have been offered – a job, this guide is for you. Getting a job can be a great way to learn new skills, earn some cash and meet new people, but there's some rules you and your employer will need to follow.

The basics:

- You must be at least 13 years old to work.
- You can't have a full-time job until you have officially left school.
- You can only work a certain amount of hours during term-time and a certain amount out of term time (more on that later).
- You'll need your parent's or carer's permission to work – they'll need to fill in a form and give it to your employer.
- Your employer must apply for a work permit from the Juvenile Employment Office within a week of employing you. It doesn't cost them anything, but it's important they get it.
- You must take a break for an hour for every four hours you work.
- You cannot work before 7am or after 7pm, and you should only work up to an hour before school. You can't ever work during school hours.

THE JOBS YOU CAN DO

You'd be surprised at the places you can work and the sort of jobs you can do.

You can work:

- In hairdressing salons or barber shops
 - In shops, including shelf stacking
 - Delivering newspapers or leaflets
 - In an office, for instance as a receptionist
 - Waiting on tables or serving food in a café or restaurant (**but not in a commercial kitchen**)
 - In riding stables
 - In a hotel or guesthouse doing light domestic work (like cleaning or housekeeping duties)
 - In agricultural or horticultural jobs.
- This list is not exhaustive. There are other types of work that may be considered suitable for you. If you're aged 13, you're only allowed to do light work in any job.**
- Your employer should make sure you're properly dressed for the work you're doing, for instance, in reflective clothing if you're delivering papers on winter evenings so you can be seen.
 - You need to take a two-week holiday from work during the school holidays.
 - Before you start, your employer has to complete a 'risk assessment', which means to examine the job you're doing and where you'll be working, and identify any potential dangers or risks. They need to tell you and your parent or carer about what risks there may be.
 - There is no 'minimum wage' for people your age, and these rules apply to you whether you're earning a wage or working for free. They also apply if you work for the family business.

What sort of job can't I do?

You shouldn't work:

- In a butcher's shop
- Delivering milk
- In a commercial kitchen or chip shop
- In factories
- In bars
- In a cinema, theatre, disco or dance hall
- Selling or delivering alcohol, except in sealed containers
- As a money-collector.

This is not a complete list – check with the Council if you're unsure.



I'm 13 or 14, so what hours can I do?

During term-time you can work for up to 12 hours per week, as follows:

- On school days – for up to two hours
- On weekends – you can work for up to five hours on a Saturday and up to two hours on a Sunday.

In the school holidays you can work for up to 25 hours a week for a maximum of five hours per day, any day of the week.

What if I'm 15 or 16?

During term-time you can work up to 12 hours per week, as follows:

- On school days – for up to two hours
- On weekends – you can work up to eight hours on a Saturday and up to two hours on a Sunday.

In the school holidays you can work for up to 35 hours a week for a maximum of eight hours per day, any day of the week.

Remember that you can't work before 7am or after 7pm on any day, during term-time or not.

There's more information, including about the separate rules that apply to you if you'll be working in entertainment, modelling or paid sporting activities, at: manchester.gov.uk/youngworkers or you can call 0161 245 7171.