Student Casual Worker Pay Levels

Effective from November 2026

Pay Rates Table:	An overview of each pay rate including holiday rate, and a summary of the level of work expected at this rate.	
Job Roles and Levels:	A list of the Job Roles and Levels. This table shows the pay rate for each of the levels that can be selected, with examples of role types for each level. If a role includes a range of activities from different work types, please select the most appropriate pay rate taking into account the main purpose of the role, the hourly rate and the level of responsibility.	
	Administration Customer Service Marketing Operational	Research Activities Senior Invigilation Technical Teaching and Learning Activities

Pay rates

Pay level	Hourly rate	Holiday rate (per hour worked)	Total	Overview
Level 1	£13.79	£1.66	£15.45	• Routine and well-defined tasks. Work involves responding to routine queries and issues • A basic level of knowledge, skills and/or experience is required, some on-the job training may be provided • Works under close or regular supervision, with guidance provided. Prioritises own tasks on a daily basis
Level 2	£14.11	£1.70	£15.81	• A range of more complex tasks. Work is within established procedures with available guidance, involves responding to more complex queries and issues • Some relevant knowledge, skills and experience is required • Less regular supervision or a requirement for lone working. May require a degree of autonomy and use of initiative and judgement • Prioritises own tasks on a weekly or monthly basis
Level 3	£14.44	£1.74	£16.18	• Roles of this level involve increasingly complex tasks. • Understanding of complex processes and systems, or use of specialist knowledge or skills is required • Minimal day to day supervision. Responsible for planning and prioritising own work to defined objectives

Level 4	£14.91	£1.80	£16.71	This level is only for standard senior exam invigilation which will involve: • Responsibility for setting up and managing exams within standard campus venues. • Supervision of 1-2 Assistant Invigilators including the allocation and co-ordination of relevant key tasks.
				• Knowledge and application of exam rules and procedures to ensure that exam security is maintained and that exams are conducted appropriately.
Level 5	£16.13	£1.95	£18.08	This level is only for advanced senior exam invigilation which will involve: • Responsibility for setting up and managing exams within large and/or PC exam venues. • Supervision of a team of Assistant Invigilators including the allocation and coordination of relevant key tasks. • Knowledge and application of exam rules and procedures to ensure that exam security is maintained and that exams are conducted appropriately. Roles at this level involve an enhanced level of responsibility and/or complexity. They require significant invigilation experience and/or specialist knowledge or training.
Level 6	£16.95	£2.05	£19.00	• Roles of this level require an advanced level of understanding and problem solving ability. May involve collaborative working and relationship building. • Specialist knowledge and/or practical experience is required. Typically, roles will require a bachelor's degree or equivalent Direction and support will likely come from Senior Academics. Expected to plan and prioritise work autonomously

Job Roles and Levels:

Job Role	**Job Level**	**Examples**
Administration	Basic (Level 1 £15.45)	Processing of routine data and documentation; Preparation of standard letters and documents; Reception duties; Ordering catering; Booking travel; Making appointments.
	Intermediate (Level 2 £15.81)	Assisting with event organisation; Audio and video transcription; Diary management and meeting organisation; Minute taking; Financial administration; Data management.

	Advanced (Level 3 £16.18)	Accounting and finance activities; Executive administration; Event organisation.

Customer Service	Basic (Level 1 £15.45)	Events Support; Library Assistance; Graduation Ceremony Marshals; Campus Tours; Open Day Helpers; Scripted telephone campaigns.
	Higher (Level 2 £15.81)	Customer service roles requiring lone working/unsupervised work; Proactive telephone campaigns; Alumni Phonathon Callers; Leading or supervising Student Ambassador activities.
Marketing	Basic (Level 1 £15.45)	Marketing and promotional activities including lecture shouts, leaflet distribution and social media updates; Student Ambassadors.
	Intermediate (Level 2 £15.81)	Assistance in marketing and design tasks including: Basic design of promotional materials, including use of design software, creating presentation slides and written resources; Market research; Photography; Basic videography; Web and social media content updates.
	Advanced (Level 3 £16.18)	Creating marketing plans, Design, production and editing of marketing materials, for example print, audio and video content.

Operational	Basic (Level 1 £15.45)	Portering; Cleaning; General Catering; Hospitality; Bar Assistants; First Aiders, Sports Representatives, Sports Assistants/Attendants. Assisting with exam invigilating;
	Intermediate (Level 2 £15.81)	Use of foreign languages such as simple document translation; Sports Co-ordinators.
	Advanced (Level 3 £16.18)	Languages - Translation activities; Sports Coaches, Therapists and Fitness Class Tutors.
	Expert (Level 6 £19.00)	Languages - Interpreting; Advanced programming; Musical and other performances.
Research Activities	Basic (Level 2 £15.81)	Basic quantitative and qualitative data analysis; Manipulation and interpretation of straightforward data; Routine maintenance and repair of workshop/lab equipment; Set-up of, and assistance with, experiments;

		Recording test results.
	Intermediate (Level 3 £16.18)	Critical analysis of relatively straightforward quantitative and qualitative data; Identification of trends and challenges; Developing and delivering focus groups; Conducting laboratory experiments, with supervision; Compliance with health and safety procedures.
	Advanced (Level 6 £19.00)	Manipulation and interpretation of complex quantitative and qualitative data; Use of textual analysis and other qualitative methodologies; Conducting laboratory experiments, without supervision; Carrying out analyses and tests where the method and purpose are clear; Assisting a research team or group; Presentation of findings in appropriate formats; Detailed understanding of health and safety considerations.

Senior Invigilation *see Operational - Basic for Assistant Exam Invigilation pay rate	Standard (Level 4 £16.71)	This level is only for standard senior exam invigilation which will involve: Responsibility for setting up and managing exams within standard campus venues; Supervision of 1-2 Assistant Invigilators including the allocation and co-ordination of relevant key tasks; Knowledge and application of exam rules and procedures to ensure that exam security is maintained and that exams are conducted appropriately.
	Advanced (Level 5 £18.08)	Advanced senior exam invigilation which will involve: Responsibility for setting up and managing exams within large and/or PC exam venues; Supervision of a team of Assistant Invigilators including the allocation and coordination of relevant key tasks; Knowledge and application of exam rules and procedures to ensure that exam security is maintained and that exams are conducted appropriately. Roles at this level involve an enhanced level of responsibility and/or complexity. They require significant invigilation experience and/or specialist knowledge or training.
Technical	Basic (Level 1 £15.45)	Setting up basic IT or AV equipment.
	Intermediate (Level 2 £15.81)	Set-up and installation of PCs and technical equipment; Installation of software; First level customer IT support.
	Advanced (Level 3 £16.18)	Programming; Software and database development; • App development; Web and graphic design.
Teaching & Learning Activities	Lower (Level 6 £19.00)	Supervising UG labs during private study; Demonstrating techniques and skills; Preparing and delivering seminars and lectures; Tutoring activity; Assisting with preparation of learning materials/resources; Marking.