



PART TIME EMPLOYMENT FOR YOUNG PEOPLE AGED 13 TO 16

**Young
Person's
Guide**

Bury
Council

Interested in earning your own money?

You must be **13 years of age or over** and have a valid work permit.

When can you work?



You must be **at least 13 years old to work and cannot work before 7.00am or after 7.00pm on any day** (even during school holidays).

You cannot work full time until you have left school.

How many hours can you work?

If you are 13 or 14 years old you can work:

2

Up to two hours a day outside school hours on a school day

5

Up to five hours on Saturdays

2

Only two hours on Sunday

12

A maximum of 12 hours a week during term time

5

Up to five hours a day and up to 25 hours a week

2

You must also have at least two weeks holiday every year without employment to make sure you get a break

When you are 15 or 16 years old you can work:

2

For two hours a day in term time and on Sundays

8

Up to eight hours on Saturdays

8

Eight hours a day and up to 35 hours a week during summer holidays

What do you need?

You will need a work permit which you will only receive when your employer has registered you with the Child Employment team.

It is illegal for you to work without one.

What are the benefits?

There are many benefits to having a part time job:

- Earn extra money
- Develop useful skills such as managing your time, working as part of a team, being organised, people skills and managing your money
- Networking opportunities – working a part time job allows you to meet new people. You can get a good reference, or even a full time job or apprenticeship when you leave full time education
- Employee benefits – depending on where your part time job is, you may have access to staff discounts.

What you can do

You are employed if you assist in any activity carried out for profit whether or not you are being paid or volunteering. This even applies if you are helping out with the family business.

If you are aged 13 you can only do light work in any job. There are lots of jobs and places you can work including:

- 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 in a café or restaurant (but not in a commercial kitchen)
- In riding stables
- In a hotel or guesthouse doing light domestic work (e.g. housekeeping duties)
- In agricultural or horticultural jobs

When you can be stopped from working

Your employer will be told to end your job if:

- You don't attend school
- You are late for school (because of your job)
- Your education or health suffers

Your employer will also be told to end your job if you don't have a work permit.

Have fun at work and enjoy your job – it is part of your education for life. But most of all, take care and if you are asked to do anything outside your job expectation, speak to your parents or somebody you are happy to talk to.

What you can't do

If you attend school and are employed part time or looking for part time employment, please be aware that it is illegal to sell alcohol, cigarettes or medicines, sell door to door or to work with dangerous machinery. Other jobs you are not allowed to do include:

- In bars
- In an amusement arcade or fairground
- In a warehouse or factory
- In a slaughterhouse
- In a commercial kitchen or chip shop
- Street trading

In a theatre, cinema, disco or television studio (unless licensed to perform there)

This is because these jobs are considered dangerous. Just remember to make sure you find out about your pay and talk it over with your parents. You don't want to be unfairly paid.

Remember...

Your employer is responsible for your health, safety and welfare when you are working and must ensure you have appropriate clothes and shoes for the job you are doing, accidents do happen at work.

The details outlined in this leaflet are general rules in relation to the work you can do. The youngest age you can work part time is 13, except if involved in areas like TV, theatre, modelling and sporting activities. Young people working in these areas will need a performance license.