



# TEMPORARY WORKER FRAMEWORK

## For engaging workers at the University of Reading

This framework includes the most common rates of pay paid through Campus Jobs and the associated job titles. This framework is non exhaustive if you are unsure about what rate of pay to choose, please contact the [Campus Jobs team](#).

An additional 12.07% is paid to workers in lieu of holiday entitlement. 'On-costs', such as employers National Insurance contributions are still incurred for temporary workers, for more information and to view the Campus Jobs cost calculator please visit [Campus Jobs Approvals](#).

## Useful Information

The Campus Jobs team can create 'associate IT accounts' on request. Associate IT accounts provide a Reading email account and Associate IT login and can be used to create an Associate Campus Card if needed. Depending on the role, your workers may be required to complete mandatory training on the UoRLearn platform. UoRLearn cannot be accessed from a student IT account. Associate IT accounts have access to UoRLearn and the user's training pathway for 30 days from the date of activation of the account. Please contact the Campus Jobs team if you require your workers to have an associate IT account.

## Role Categories

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If you are unsure about anything in relation to the Temporary Worker Framework and what to pay your worker/s, please do not hesitate to contact the Campus Jobs Team on Extension 4499 or email [campusjobs@reading.ac.uk](mailto:campusjobs@reading.ac.uk)

## Administrative Roles

Job Title	Hourly Rate of Pay	Description
Administrator	£12.80	Performing administrative duties, including dealing with customer queries and <u>non-routine administrative work</u> . Also included is facilitating focus groups by arranging the sessions and guiding the discussion.
Administration Support	£12.58	Undertaking routine administration including the scanning and filing of documents, preparing letters/emails from templates, updating websites or social media platforms, and assisting with focus groups by note-taking. Individuals at this level should work from a designated task list.
Transcriber/Translator	£12.58	Transcription and translation duties. The role may include transcribing data for processing purposes.
Proof-reader	£12.25	Responsible for reading and reviewing digital and hard copy content to identify mistakes, typing errors, link problems, outdated information, and formatting errors.

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## Ambassador Roles

<u>Job Title</u>	<u>Hourly Rate of Pay</u>	<u>Description</u>
Fundraising Supervisor	£13.55	Overseeing Fundraisers, acting as a point of escalation and assisting with training.
Team Leader	£13.55	Leading and overseeing a sizeable number of workers throughout an event such as an Open Day, including ensuring their wellbeing, monitoring particular areas of the event and keeping a track of start and finish hours.
Deputy Team Leader	£12.80	Setting up/preparing for an event, assisting the team leader or a member of staff, and overseeing a small number of workers.
Fundraiser	£12.80	Contacting alumni and others to raise funds as part of an annual campaign by telephone and/or other media.
Community Assistant	£12.58	Providing a point of contact for local residents and other stakeholders of the University, whilst representing the student body.
Calling Campaign Ambassador	£12.25	Calling prospective students to promote courses or services available at the University and to answer questions about university life.
Focus Group Participant	£12.25	Contributing towards a focus group or discussion panel by providing feedback, whether face-to-face or in a written/survey format.
Relief Gallery Assistant	£12.25	Welcoming visitors, supervising the security and safety of the galleries and other public areas and supporting visitor events/activities.
Residential Assistant	£12.25	Supporting staff taking a group of students away for a residential fieldwork trip with responsibility for supporting students whilst they undertake data collection and field analysis and providing basic pastoral support.
Student Ambassador	£12.25	Showing prospective students and their families around campus and giving small introductory talks.

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## AV & Technical Roles

<b><u>Job Title</u></b>	<b><u>Hourly Rate of Pay</u></b>	<b><u>Description</u></b>
Specialist AV Operator	£16.43	Operating specialist lighting, lighting desks, sound, and camera equipment independently.
Website Developer	£14.69	Creating a new website or a series of webpages. Developing a strategy for displaying appropriately. Writing the copy for the website with little input from others.
Film Editor	£12.80	Filming, editing, and ensuring the successful completion of the final film.
Technical Support Administrator	£12.80	Providing technical support to academic or non-academic colleagues. This can include supporting teaching, e.g. providing materials for a lecture or assisting with projects requiring technical input on equipment or work procedures.
Website Administrator	£12.80	Editing any of the University's internal or external websites using Content Management Systems such as Sitecore and WordPress. Can include the writing of basic copy based on pre-agreed guidelines/instructions.
AV Operator	£12.58	Ensuring the functionality of equipment or assisting with AV for presentations under supervision.
DTS Service Desk/AV Assistant	£12.58	Answering staff, student, and visitor queries via the Digital Technology services platforms, over the telephone or at the IT Service Desk on campus.
Photographer/Videographer	£12.58	Filming or photographing either for the University's central Marketing, Communication and Engagement team or in any local school or department.

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## Campus Commerce roles

Job Title	Hourly Rate of Pay	Description
Assistant Venue Lead	£12.98	Working alongside the Venue Lead and being responsible for operations in a set venue during a shift. This may include arranging shift cover, handling queries/issues from customers and handling stock enquiries.
Bars Supervisor	£12.80	Supervising Bars and Dining Assistants in one of the University Bars and Catering establishments.
Retail Catering Venue Operator	£12.80	Problem solving to an appropriate level, acting as a point of escalation for Retail Catering Assistants, opening and closing venues.
Sports Park Assistant	£12.58	Responsible for reception duties. This may include booking in members and dealing with membership enquiries, as well as helping with the set-up of courts, studios, and the gym.
Front Desk Customer Service Representative	£12.25	Acting as the first point of contact for students, visitors and staff in person, by phone and email.
Driver	£12.25	Driving and delivering catering supplies, food or drink around campus or other Reading campuses.
Bars & Dining Assistant	National Minimum Wage (age dependent)	Taking food and drink orders, providing table service, assisting with preparation of food and re-stocking food serving stations.
Retail Catering Assistant	National Minimum Wage (age dependent)	Assisting in the catering processes before, during and after service. This may include basic food or drink preparation.

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## Campus Operations Roles

Job Title	Hourly Rate of Pay	Description
Hall Mentor	£16.43	Providing welfare and pastoral support to students in hall. Working with Wardens, Student Welfare Team colleagues and UPP.
Cleaner	£12.25	General cleaning work of any of the buildings on campus.
Driver	£12.25	Driving and delivering catering supplies or food around campus or other Reading campuses.
Farmworker	£12.25	General farm duties on the university farms.
Gardener	£12.25	Undertaking gardening duties such as sweeping, weeding, and tidying.
ICMA Helper	£12.25	Assisting in the ICMA café, cleaning and limited portering duties within the ICMA centre.
Library Helper	£12.25	Collecting books, sorting, and delivering them to their designated library shelves. This role may also involve monitoring students utilising the library spaces during peak times.
Porter	£12.25	Responsible for locking and unlocking buildings, handling deliveries and reporting faults. Delivering/collecting items across campus.
Postal Assistant	£12.25	Staffing the postal services desk, delivering and/or sorting post.
Leaflet Distributor	National Minimum Wage (age dependent)	Delivering leaflets or materials around campus or externally.

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## Invigilaton Roles

<u>Job Title</u>	<u>Hourly Rate of Pay</u>	<u>Description</u>
Complex Arrangements Invigilator	£12.98	Acting as a scribe, reader, prompter or oral language modifier, whereby questions may need rephrasing. Duties may also include supervising and assisting students in the use of Dragon speech-text software.
Special Venues Invigilator	£12.80	Supervising students who are sitting exams away from the main venue in a specific room or location. Students may be carrying out different exams at the same time and may require extra time or extra breaks.
General Invigilator	£12.58	Working independently undertaking invigilation of students sitting formal University level exams, resits or in-class tests.

## Mentoring Roles

<u>Job Title</u>	<u>Hourly Rate of Pay</u>	<u>Description</u>
Peer Support Academic Mentor	£12.80	Mentoring or supporting other students or school children with regards to particular projects or assignments relating to course subject area.
Online Course Mentor	£12.58	Providing learning support, guidance, and encouragement to global communities of online learners during live course runs.
Reading Scholars Mentor	£12.25	Mentoring Year 10 or Year 12 students from local secondary schools, whether on campus for tours/life talks and mock lectures, or on the online mentoring platform.

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## Research Project Roles

For Postdoctoral Research Assistant (PDRA) enquiries please contact either your HR Administrator or HR Coordinator.

<b>Job Title</b>	<b>Hourly Pay Rate</b>	<b>Description</b>
Research Officer	£16.43	Undertaking complex data manipulation and analysis including write up and evaluation as part of a research project. <b><i>This is not for Postdoctoral Research Assistant (PDRA) work.</i></b>
Project Support	£14.69	Preparing materials for part of a T&L project; undertaking technical support; or writing a literature review. <b><i>This is not for Postdoctoral Research Assistant (PDRA) work.</i></b>
Administrator	£12.80	Performing administrative duties, including dealing with customer queries and non-routine administrative work. Also included is facilitating focus groups by arranging the sessions and guiding the discussion.
Administration Support	£12.58	Undertaking routine administration including the scanning and filing of documents, preparing letters/emails from templates, updating websites or social media platforms, and assisting with focus groups by note-taking. Individuals at this level should work from a designated task list.
Data Collector & Input Assistant	£12.58	Collecting simple data and recording it onto systems or spreadsheets. <b><i>It does not include analysis of that data.</i></b>
Transcriber/Translator	£12.58	Transcription and translation duties. The role may include transcribing data for processing purposes.
Proof-reader	£12.25	Responsible for reading and reviewing digital and hard copy content to identify mistakes, typing errors, link problems, outdated information, and formatting errors.

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## Teaching & Learning Support Roles

Job Title	Hourly Pay Rate	Description
Ask Advisor	£16.43	Providing support to other students with straightforward queries about study in relation to their particular course subject area.
Clinical Exam Participant	£16.43	Individuals undertaking this role will act as a 'patient' in simulations and assessments across science disciplines. They will understand the subject area to be able to act in accordance with required assessment guidelines.
Fieldworker	£16.43	Undertaking complex/dextrous data or sample collection, and the analysis of findings either in the field, the lab or the classroom. <b>This work is outside of Research Studentships.</b>
Marker	£16.43	Marking multiple choice responses or responses where there is a definitive answer. Queries should be escalated to the module convenor. The minimum number of scripts to be marked should be agreed in advance. <b>Campus Jobs workers cannot complete marking for essays, dissertations or other assessments which are open to the interpretation of the marker.</b>
Student Demonstrator	£16.43	Supporting lecturers and technicians running a class, including preparing for and demonstrating experiments, fieldwork activities or one-off lectures to a limited class size.
Writer	£16.43	Responsible for writing up and creating academic, scientific and/or technical papers in relation to a particular course subject.
Excavation Supervisor	£13.55	Supervising those who are carrying out excavation work or managing the excavation site.
Excavator	£12.89	Assisting in the excavation of a site through the School of Archaeology, Geography and Earth Sciences.

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## Discretionary Rates

These rates have previously been arranged for individual/niche roles. If you are looking to use one of these rates, you should contact us first for advice.

Job Title	Hourly Rate of Pay	Description
OSCE Patient Actor	£28.43	Acting as a patient for students' Objective Structured Clinical Exams for a clinical taught programme. For this role, experience and knowledge in the clinical field is required.
Intern	£12.25	<b><i>This role can only be used for internships that are facilitated by the Reading Internship Scheme.</i></b>
ISLI Specialist Translator	£27.62	Providing highly specialist translation for an individual or group of individuals who require in-person speech translation, written and/or read translation.
Specialist (Professional)	£24.54	Providing specialist advice and guidance on work activities. Substantial experience/professional qualification(s) are required for this role. Individuals should be considered a specialist in their field.
Macebearer	£22.46	Responsible for leading the Vice-Chancellor/Chancellor and staff processions at the University of Reading Summer and Winter Graduation ceremonies.
Manager (Management Cover)	£18.47	Covering the management of a service and/or a team of people. Those in this position should be able to work autonomously without direct supervision and have suitable experience at this senior level.

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