

## Applying for Jobs

Offers of work will be advertised by the Outreach and Community Liaison Team via the Student Ambassador Google Calendar system and will come from a range of staff members. Events are not compulsory and you can book in to work for as many or as few as you wish, according to your availability, all we ask is that you honour your commitment when you do sign up for a job. It is, however, your responsibility not to double book yourself as this will cause confusion and time to resolve. Please be sure you can do the job before applying.

If you sign up for work and realise you are unavailable to work that day please inform us ASAP so that we can arrange cover for you and also give another ambassador the chance to work. The minimum notice period you must give is 2 working days.

### Overtime

If you are required to do any overtime when you are working with **other departments** please inform us as soon as possible and if it is possible ask the event organiser (usually a recruitment co-ordinator or an academic) to send us an email confirming this. If you are working extra time on one of our events (Outreach and Schools Liaison Team), your extra time will automatically be added on. However it is a good idea to make note of it yourself in case there is any confusion.

### Payment

In 2016/17, student ambassador payment is at an **hourly rate of £9.75**. You will be paid into your nominated bank account (as you detailed on your contract) on the **24<sup>th</sup> of each month**, or if this date falls on a weekend you will be paid the last working day before the 24<sup>th</sup> of the month. Please note that you will be paid **a month in arrears**, meaning any work done in a month will only be paid to you on the 24<sup>th</sup> of the following month. The month's pay is calculated from the first to the last day of that month.

### Tax issues

If you have any queries regarding tax please contact a member of staff from the payroll office. Please note that we are unable to help you with issues related to tax.

Email: [payroll@londonmet.ac.uk](mailto:payroll@londonmet.ac.uk)

### Right to work in the UK

If you are an international or EEA / Swiss student you must check the rules on working in the UK with relation to your immigration status before applying for work.

## National Insurance Number

You can apply for a National Insurance number if you have been offered a job by us. If you do not presently have an NI number please let us know and we will advise you of the best way to get one.

## Claiming for Expenses

When you are confirmed for a job you will be sent an email confirmation containing details about both the job, and if necessary, details about expenses and what can be claimed for. Most events provide lunch, however if there is an event that you attend where lunch is not provided you are entitled to a maximum of **£5.00** for which you will be reimbursed, **as long as you have kept your receipts**. Working at schools and colleges you will incur travel expenses, which can be quite substantial at times. Please see below for guidelines:

Travel time up to an hour each way	Travel time will <b>not</b> be reimbursed
Travel time more than an hour each way (from central London outwards)	Travel time over an hour <b>will be</b> reimbursed
Working at university events	Travel time will <b>not</b> be reimbursed when working at the university sites, North and City campuses
Travel to other cities (requiring train journey etc.)	Train tickets will be bought for you in advance. If you wish to drive, first discuss it with the event organiser. (see below)

Should you live outside of London, your travel cost to get into London is down to you. However if the job is outside of London we can reimburse you.

For jobs within London - We pay a minimum of 2 hours for any job. This is to make it worth your while to travel to the job and the extra hour's pay goes towards covering your travel costs.

If you wish to use a car (long distances) you will need to agree this with us in advance.

**If we are not given advance notice and provided with receipts after the event we are unable to reimburse any costs.**