

# Job of The Week

## Postperson

### Key Skills

- customer service skills
- be thorough paying attention to detail
- the ability to work on your own
- patience and the ability to remain calm in stressful situations
- the ability to accept criticism and work well under pressure
- the ability to work well with others
- excellent verbal communication skills
- knowledge of English language
- carry out basic tasks on a PC or hand-held device

### Salary

£16,000 - £25,000

### Working hours

30-43

Weekends/ Early  
Mornings

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# Postperson

## Top Tips

- ✓ You'll need to have a good level of fitness
- ✓ You may need a driving licence for some jobs
- ✓ You'll usually need your own transport to get to and from work, as you may not be able to get public transport to suit your shift times
- ✓ Having your own vehicle may also be necessary for some delivery roles

## Apprenticeship

You could do an Express Delivery Operative Intermediate Apprenticeship

Royal Mail run an 18-month apprentice programme working towards a NVQ Level 2 in mail services. The programme is a combination of classroom-based, computer-based and self-directed training and project work. The training includes on-the-job training on how mail is sorted and delivered effectively plus key skills training in literacy, numeracy and IT.

***Good news for school leavers, Royal Mail also run a fast-track, nine-month apprenticeship scheme for people aged 16-18***

### Entry requirements

You'll usually need some GCSEs, usually including English and Maths, or equivalent, for an intermediate apprenticeship

## Work

Royal Mail often recruit temporary staff. This can be a useful way for you to get some experience and apply for permanent jobs as they come up

## Direct Application

You can apply directly for delivery work. You don't need any specific qualifications. You'll need to apply online

## Career path and progression

With experience, you could be promoted to higher grades like supervisor and manager. You could move into parcel deliveries, courier jobs or customer care and administration

## Day to Day tasks:

- sort the mail for your route; this could be by hand or using machinery
- load and unload delivery vans
- walk for up to 6 hours a day to deliver mail
- use a hand-held computer device to get customer signatures
- pick up mail from post boxes, post offices and businesses
- deal with wrongly addressed or returned mail
- move mail to and from processing centres, delivery offices, railway stations and airports

## Working conditions

You could work from a vehicle or on the road

Your working environment may be physically active and outdoors in all weathers

You may need to wear a uniform



# Labour Market Information

In the Careers section of the school website you can find the useful comparison tool the 'Labour Market Information widget'.  
Use the widget to compare different job roles in any employment sector or relating specifically to the 'Job of the Week'.



Postal workers, mail sorters, messengers and couriers	
Weekly Pay <b>£510</b>	Annual Pay <b>£26,520</b>
Hours/Week <b>39h</b>	Hourly Pay <b>£13</b>
<b>Workforce Change</b> (projected)	
Growth <b>0.2%</b>	Replacement <b>63.6%</b>
<p>The workforce is projected to grow by 0.2% over the period to 2027, creating 400 jobs. In the same period, 63.6% of the workforce is projected to retire, creating 137,700 job openings.</p>	
<p>You might find this job in Postal, etc Retail trade Office admin. Employment activities Food &amp; beverage services</p>	
<a href="#">More info</a>	<a href="#">Clear card</a>

Bank and post office clerks	
Weekly Pay <b>£500</b>	Annual Pay <b>£26,000</b>
Hours/Week <b>36h</b>	Hourly Pay <b>£14</b>
<b>Workforce Change</b> (projected)	
Contraction <b>-4%</b>	Replacement <b>68.9%</b>
<p>The workforce is projected to contract by -4% over the period to 2027, losing 6,200 jobs. In the same period, 68.9% of the workforce is projected to retire, creating 105,400 job openings.</p>	
<p>You might find this job in Financial services Postal, etc Auxiliary services Public admin. &amp; defence Retail trade</p>	
<a href="#">More info</a>	<a href="#">Clear card</a>

Managers and directors in transport and distribution	
Weekly Pay <b>£810</b>	Annual Pay <b>£42,120</b>
Hours/Week <b>38h</b>	Hourly Pay <b>£21</b>
<b>Workforce Change</b> (projected)	
Growth <b>6.2%</b>	Replacement <b>48.5%</b>
<p>The workforce is projected to grow by 6.2% over the period to 2027, creating 6,100 jobs. In the same period, 48.5% of the workforce is projected to retire, creating 47,400 job openings.</p>	
<p>You might find this job in Land transport, etc Warehousing, etc Wholesale trade Postal, etc Retail trade</p>	
<a href="#">More info</a>	<a href="#">Clear card</a>

# Labour Market Information



## Postal workers, mail sorters, messengers and couriers

Workers in this unit group collect, receive, sort and deliver mail, documents, correspondence or messages, either between or within establishments.

Common tasks in this job:

- collects mail from post boxes, receives parcels, and collects correspondence, documents and other material from individuals, offices or other establishments;
- sorts mail, parcels and other incoming and outgoing material for delivery, and maintains records of material received and despatched;
- delivers mail, parcels, correspondence and other materials to specified or agreed routes and schedules;
- completes delivery forms, collects charges, and issues receipts for the collection and delivery of registered or recorded mail and other items.

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## Bank and post office clerks

Bank and post office clerks deal with the payment and receipt of money, cheques and other routine financial transactions and open and close accounts. They advise upon financial products and services offered by banks, building societies and post offices.

Common tasks in this job:

- deals with enquiries from customers, other banks and other authorised enquirers;
- maintains records of transactions and compiles information;
- advises customers on financial services and products available;
- manages the operations of a sub-post office;

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## Managers and directors in transport and distribution

Managers and directors in transport and distribution plan, organise, direct and co-ordinate the activities and resources necessary for the safe, efficient and economic movement of passengers and freight by road, rail, sea and air transport.

Common tasks in this job:

- plans the optimum utilisation of staff and operating equipment, and co-ordinates maintenance activities to ensure least possible disruption to services;
- examines traffic reports, load patterns, traffic receipts and other data and revises transport services or freight rates accordingly;
- directs the movement, handling and storage of freight in transit, and reviews space utilisation, staffing and distribution expenditure to determine future distribution policies;
- ensures that regulations regarding hours of work, the licensing of crews and transport equipment, the operational safety and efficiency of equipment, the insurance of vehicles and other statutory regulations are complied with;

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Keep looking...

Use these links to learn more about our Job of The Week, consider the various pathways leading to the career, what you can be doing now to help yourself and other roles in the industry...

## Useful Websites

[Royal Mail Group Jobs](#)

[Job Guide - Postman/Woman \(inputyouth.co.uk\)](#)

[How to Become a Postman / Woman \(findcourses.co.uk\)](#)

[Postman/woman job description | Totaljobs](#)

[Search – UCAS](#)

[Become an Amazon Flex Delivery Driver in the UK](#)

Take a look at these short videos for inspiration...

Working for Royal Mail



<https://www.youtube.com/watch?v=BsJ8tCrqP3A>

New Royal Mail Hub –  
IT IS HUGE!!



<https://www.youtube.com/watch?v=9OmxfzwQIKg>

Become a Postie...



<https://www.youtube.com/watch?v=G71EHzdiaRU&t=65s>

A busy day at Royal Mail



<https://www.youtube.com/watch?v=RLWfUWMTyFM>

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