

Appendix K

Earnings in Clerical and Secretarial Occupations

Introduction

The 'administrative and secretarial occupations' major group category within the Standard Occupational Classification (SOC) includes seven sub categories of relevance which have large enough samples of HE sector employees to support analysis. These are

Administrative occupations (41)
Accounts and wages clerks, book keepers and other financial clerks (4122)
Filing and other records assistants/clerks (4131)
Library assistants/clerks (4135)
General office assistants/clerks secretarial and related (4150)
Secretarial and related occupations (42)
Personal assistants (4255)

Since the label 'administrative officer' is sometimes used in the HE sector to denote quite senior posts we use the term 'clerical' where SOC uses 'administrative' throughout this appendix.

All of the statistics used in this section are taken from ASHE. They are derived from specially ordered tables which differentiated between those within and outside the HE sector.

ASHE statisticians provide information about the confidence intervals around estimates. We judge that these intervals for the seven groups within the HE sector are too large to support analysis of earnings by gender or of quartiles, and for the same reason we cannot provide information on some groups of part-time workers. Elsewhere, if samples are small but we judge them usable with caution, we follow the practice of the ASHE statisticians by shading the relevant estimates and any indices derived from them.

Section 1: Clerical and Secretarial occupations in 2008

Full-time employees

In 2008 median gross annual earnings for those in clerical and secretarial occupations in the HE sector were £21,033, and mean gross annual earnings were £22,238 (see Table 1.1). Average basic earnings were the same at the median, and just £230 lower at the mean. Highest median earnings were recorded for accounts clerks (£21,690), with library assistants recording the lowest (£19,537). The same occupations recorded the highest and lowest mean earnings. Note that the median figures for the sub-groups within clerical occupations (and for personal assistants) should be treated with caution, as should the mean figures for accounts clerks and library assistants.

Table 1.1 Annual earnings of full-time staff in Clerical and secretarial occupations, April 2008

	Gross £	Basic £
Mean		
Clerical and Secretarial occupations	22,238	22,008
Clerical occupations	22,540	22,295
Accounts clerks	23,187	22,796
Filing clerks	20,882	20,606
Library assistants	20,288	20,230
Office Assistants	23,088	22,952
Secretarial and related occupations	21,096	20,945
Personal assistants	21,669	21,664
Median		
Clerical and Secretarial Occupations	21,033	21,033
Clerical occupations	21,033	20,986
Accounts clerks	21,690	21,539
Filing clerks	21,033	21,033
Library assistants	19,537	19,208
Office Assistants	20,960	20,861
Secretarial and related occupations	21,033	21,033
Personal assistants	21,033	21,033

Source: ASHE

Table 1.2 shows gross hourly earnings figures for the group (ASHE also provides hourly estimates net of overtime, but these are little different to the hourly gross figures). Taken as a whole, those in clerical and secretarial occupations in the HE sector averaged £11.08 per hour at the median and £11.62 at the mean. There was little variation in median earnings (from £10.45 to £11.29), but a little more at the mean (£10.91 to £12.14).

Table 1.2 Gross hourly earnings of full-time staff: Clerical and Secretarial occupations, April 2008

	Median £	Mean £
Clerical and Secretarial occupations	11.08	11.62
Clerical occupations	11.10	11.71
Accounts clerks	11.29	12.14
Filing clerks	11.07	10.99
Library assistants	10.45	10.91
Office assistants	10.95	11.86
Secretarial occupations	11.07	11.27
Personal assistants	11.08	11.57

Source: ASHE

Part-time employees

Hourly earnings provide the only meaningful information for part-time employees, since annual figures will be influenced by the number of hours per year that the part-timer works. Sample size means that the figures for a number of groups need to be treated with caution (as indicated by shading in the table below).

Table 1.3 Gross hourly earnings for part-time staff, clerical and secretarial occupations, April 2008

	Median £	Mean £
Clerical and Secretarial occupations	9.13	9.90
Clerical occupations	9.38	9.95
Accounts clerks	9.91	10.03
Filing clerks	9.48	9.60
Library assistants	8.38	8.65
Office assistants	9.40	10.22
Secretarial and related occupations	8.90	9.65
Personal assistants	10.41	10.56

Source: ASHE

Generally, part-timers earned less than their equivalents in full-time roles, by around £1.50-£2 per hour. As with full-timers, personal assistants and accounts clerks recorded the highest hourly earnings, with office assistants also well above average at the mean but not the median. Apart from personal assistants and library assistants, the occupations fell within a narrow earnings range.

Section 2: 2008-based comparisons

Full-time employees

The figures already discussed for the HE sector are compared here with those for other groups. Table 2.1 sets out median and mean gross annual earnings for employees in the HE sector and in the rest of the economy, and then indexes the latter against the estimates for the corresponding HE group. The table shows gross earnings outside the sector clearly lagging those inside. The HE sector is clearly ahead for clerical and secretarial occupations in general (the occupational composition can differ between the HE sector and the rest of the economy), and for six of the other seven occupational groupings. The one exception to this is personal assistants. The HE sector lead is generally greater at the median than the mean. At the median, only accounts clerks get within 90% of the median for their HE equivalents (though personal assistants earn more outside the sector).

Table 2.1 Average annual gross earnings, full-time staff, Clerical and Secretarial occupations HE sector and comparators, April 2008

	Median		Mean	
	£pa	HE sector=100	£pa	HE sector=100
<i>HE sector</i>				
Clerical and Secretarial occupations	21,033	100	22,238	100
Clerical occupations	21,033	100	22,540	100
Accounts clerks	21,690	100	23,187	100
Filing clerks	21,033	100	20,882	100
Library assistants	19,537	100	20,288	100
Office Assistants	20,960	100	23,088	100
Secretarial and related occupations	21,033	100	21,096	100
Personal assistants	21,033	100	21,669	100
<i>Rest of economy</i>				
Clerical and Secretarial occupations	18,703	88.9	20,694	93.1
Clerical occupations	18,703	88.9	20,783	92.2
Accounts clerks	19,985	92.1	22,629	97.6
Filing clerks	18,692	88.9	20,121	96.4
Library assistants	16,601	85.0	17,649	87.0
Office assistants	18,489	88.2	20,298	87.9
Secretarial and related occupations	17,524	83.3	19,438	92.1
Personal assistants	22,775	108.3	23,599	108.9

Source: ASHE

Table 2.2 sets out similar information but for basic earnings. The results are basically the same as table 2.1, with the groups inside the HE sector having clearly higher earnings than those outside. Again the one exception to this pattern is Personal assistants, with accounts clerks otherwise recording the narrowest gap between earnings inside and outside the sector.

Table 2.2 Average annual basic earnings, full-time staff, clerical occupations: HE sector and comparators, April 2008

	Median		Mean	
	£pa	Index	£pa	Index
<i>HE sector</i>				
Clerical and Secretarial occupations	21,033	100	22,008	100
Clerical occupations	20,986	100	22,295	100
Accounts clerks	21,539	100	22,796	100
Filing clerks	21,033	100	20,606	100
Library assistants	19,208	100	20,230	100
Office Assistants	20,861	100	22,952	100
Secretarial and related occupations	21,033	100	20,945	100
Personal assistants	21,033	100	21,664	100
<i>Rest of economy</i>				
Clerical and Secretarial occupations	18,291	87.0	20,074	91.2
Clerical occupations	18,327	87.3	20,105	90.2
Accounts clerks	19,615	91.1	22,154	97.2
Filing clerks	18,322	87.1	19,459	94.4
Library assistants	16,309	84.9	17,326	85.6
Office Assistants	18,103	86.8	19,938	86.9
Secretarial and related occupations	17,029	81.0	18,833	89.9
Personal assistants	22,451	106.7	23,317	107.6

Source: ASHE

Table 2.3 provides similar information but on the basis of hourly earnings and as with Table 2.2, the HE sector is showing clearly higher levels of earnings. The HE sector's lead is generally slightly greater than on an annual basis (with those in secretarial occupations outside HE earning only 80% of their equivalents in HE), indicating that working hours are slightly shorter within the HE sector than across the economy as a whole. The one group for which earnings are higher outside the HE sector (personal assistants) maintains that differential.

Table 2.3 Average hourly gross earnings, full-time staff, clerical occupations HE sector and comparators, April 2008

	Median		Mean	
	£ph	HE sector=100	£ph	HE sector=100
<i>HE sector</i>				
Clerical and Secretarial occupations	11.08	100	11.62	100
Clerical occupations	11.10	100	11.71	100
Accounts clerks	11.29	100	12.14	100
Filing clerks	11.07	100	10.99	100
Library assistants	10.45	100	10.91	100
Office Assistants	10.95	100	11.86	100
Secretarial occupations	11.07	100	11.27	100
Personal assistants	11.08	100	11.57	100
<i>Rest of economy</i>				
Clerical and Secretarial Occupations	9.60	86.6	10.51	90.4
Clerical occupations	9.62	86.7	10.52	89.8
Accounts clerks	10.38	91.9	11.47	94.5
Filing clerks	9.58	86.5	10.23	93.1
Library assistants	8.64	82.7	9.23	84.6
Office Assistants	9.53	87.0	10.45	88.1
Secretarial occupations	8.89	80.3	9.78	86.8
Personal assistants	11.61	104.8	12.11	104.7

Source: ASHE

Part-time employees

As previously stated, the sample size for some groups is not large and so the results need to be treated with caution, especially where shading indicates a limited sample. However, the findings from the statistics in Table 2.4 reflect those for full-timers. The earnings lead for those within the HE sector is particularly marked for general office assistants and, at the median for personal assistants (this latter finding contrasting with that for full-timers). No group records higher earnings outside the HE sector than inside, though for accounts clerks mean earnings are the same.

Table 2.4 Average hourly gross earnings of part-time staff, clerical and secretarial occupations: HE sector and comparators April 2008

	Median		Mean	
	£ph	HE sector=100	£ph	HE sector=100
<i>HE sector</i>				
Clerical and Secretarial occupations	9.13	100	9.90	100
Clerical occupations	9.38	100	9.95	100
Accounts clerks	9.91	100	10.03	100
Filing clerks	9.48	100	9.60	100
Library assistants	8.38	100	8.65	100
Office Assistants	9.40	100	10.22	100
Secretarial and related occupations	8.90	100	9.65	100
Personal assistants	10.41	100	10.56	100
<i>Rest of economy</i>				
Clerical and secretarial occupations	8.30	90.9	9.04	91.3
Clerical occupations	8.40	89.6	9.12	91.7
Accounts clerks	9.25	93.3	10.03	100.0
Filing clerks	7.92	83.5	8.44	87.9
Library assistants	8.02	95.7	8.27	95.6
Office Assistants	7.98	84.9	8.84	86.5
Secretarial and related occupations	7.99	89.8	8.74	90.6
Personal assistants	9.00	86.5	10.09	95.5

Source: ASHE

Section 3: Change in HE sector professionals' earnings over time

Full-time employees

Table 3.1 shows the movement in gross median earnings for employees in clerical and secretarial occupations within the HE sector. Price movements (as measured by the Retail Prices Index) are shown for comparison. Earnings rose from £14,751 in 2001 to £21,033 in 2008, a 42.6% increase. The group was affected by change in the occupational classification between 2001 and 2002, so the 2002-8 change is also of relevance. Here an increase of 32.8% compares with a 21.8% rise in price inflation.

Table 3.1 HE Sector median gross annual earnings, 2001-2008

	Clerical and secretarial occupations			RPI	
	£pa	Index 1	Index 2	Index 1	Index 2
2001	14,751	42.6		23.6	
2002	15,843	32.8	7.4	21.8	1.5
2003	16,675	26.1	13.0	18.1	4.7
2004	17,414	20.8	18.1	15.2	7.3
2005	17,913	17.4	21.4	11.7	10.7
2006	19,031	10.5	29.0	8.9	13.5
2007	20,006	5.1	35.6	4.2	18.7
2008	21,033		42.6		23.6

Source: ASHE

Table 3.2 shows the movement in gross mean earnings for employees in clerical and secretarial occupations. It records a greater increase for the 2001-8 – 46.7% - than the median, but a slightly smaller increase for the period 2002-8.

Table 3.2 (a) HE Sector mean gross annual earnings, 2001-2008

	Clerical and secretarial occupations			RPI	
	£pa	Index 1	Index 2	Index 1	Index 2
2001	15,158	46.7		23.6	
2002	16,903	31.6	11.5	21.8	1.5
2003	17,473	27.3	15.3	18.1	4.7
2004	18,151	22.5	19.7	15.2	7.3
2005	18,765	18.5	23.8	11.7	10.7
2006	19,688	13.0	29.9	8.9	13.5
2007	21,435	3.7	41.4	4.2	18.7
2008	22,238		46.7		23.6

Source: ASHE

Table 3.3 shows median annual earnings growth for some of the occupations within the broad clerical group. Shadings indicate limited sample sizes and hence the need for caution. For reasons of space the tables provide earnings levels for 2002 and 2008 only, and percentage increases 2002-8. There was some change in classification within the group between 2001 and 2002, so it is better to consider growth between 2002 and 2008. Other than library assistants (whose results are least reliable), there is remarkable consistency amongst the occupations, with earnings growth falling within the range 29.2%-32.8% across the six groups. All recorded growth significantly ahead of inflation.

Table 3.3 Median annual earnings and percentage change, clerical and secretarial occupations, full-time staff 2002-8

	2002 £	2008 £	% change
Clerical occupations	15,835	21,033	32.8
Accounts clerks	16,445	21,690	31.9
Filing clerks	15,898	21,033	32.3
Library assistants	13,268	19,537	47.3
Office clerks	15,971	20,960	31.2
Secretarial occupations	15,882	21,033	32.4
Personal assistants	16,280	21,033	29.2

Source: ASHE

Table 3.4 shows mean earnings growth on a gross annual basis. The table confirms that each of the occupations recorded growth ahead of inflation, but in this instance three occupations – clerical occupations as a whole, office clerks and library assistants – recorded growth well above 30% (markedly so in the last case, though the results for library assistants are less reliable), while for secretarial occupations as a whole growth was below 25%.

Table 3.4 Mean annual earnings and percentage change, clerical and secretarial occupations, full-time staff 2002-8

	2002 £	2008 £	% change
Clerical occupations	16,905	22,540	33.3
Accounts clerks	17,890	23,187	29.6
Filing clerks	16,077	20,882	29.9
Library assistants	14,560	20,288	39.3
Office clerks	17,132	23,088	34.8
Secretarial occupations	16,938	21,096	24.5
Personal assistants	16,805	21,669	28.9

Source: ASHE

Table 3.5.a HE Sector gross median hourly earnings, 2001-2008

	Clerical and secretarial occupations			RPI	
	£pa	Index 1	Index 2	Index 1	Index 2
2001	7.77	42.6		23.6	
2002	8.36	32.5	7.6	21.8	1.5
2003	8.66	27.9	11.5	18.1	4.7
2004	9.09	21.9	17.0	15.2	7.3
2005	9.6	15.4	23.6	11.7	10.7
2006	10.04	10.4	29.2	8.9	13.5
2007	10.59	4.6	36.3	4.2	18.7
2008	11.08		42.6		23.6

Source: ASHE

Table 3.6.a HE Sector gross mean hourly earnings, 2001-2008

	Clerical and secretarial occupations			RPI	
	£pa	Index 1	Index 2	Index 1	Index 2
2001	7.99	45.4		23.6	
2002	8.95	29.8	12.0	21.8	1.5
2003	9.19	26.4	15.0	18.1	4.7
2004	9.62	20.8	20.4	15.2	7.3
2005	10.01	16.1	25.3	11.7	10.7
2006	10.46	11.1	30.9	8.9	13.5
2007	11.36	2.3	42.2	4.2	18.7
2008	11.62		45.4		23.6

Source: ASHE

Table 3.5 shows a change in median gross hourly earnings for clerical and secretarial occupations as a whole at 42.6%, rising from £7.77 per hour to £11.08 per hour. Tables 3.6 show the growth recorded at the mean. This shows a slightly higher rate than the median at 45.4%, rising from £7.99 to £11.62.

Table 3.7 Median hourly earnings and percentage change, clerical and secretarial occupations, full-time staff 2002-8

	2002 £	2008 £	% change
Clerical occupations	8.44	11.10	31.5
Accounts clerks	9.04	24.8	24.8
Filing clerks	8.27	33.9	33.9
Library assistants	7.05	48.3	48.3
Office clerks	8.61	27.2	27.2
Secretarial occupations	8.38	11.07	32.0
Personal assistants	8.56	11.08	29.4

Source: ASHE

Table 3.7 shows median increases in gross earnings, for specific occupations, for full-timers on an hourly basis. As with annual earnings, each occupational group recorded growth from 2002 well ahead of inflation, though the range was a little wider. Apart from library assistants, whose results should be treated with caution, three groups – accounts clerks, personal assistants and office clerks – recorded growth of under 30%, while three – secretaries, filing clerks and clerical occupations as a whole – recorded growth of 31.5% or more.

Table 3.8 uses the mean measure to examine gross hourly earnings growth for full-timers. Again, all occupational groups recorded growth that was well ahead of inflation from 2002. Most were in the range 24.6-31.7%, but accounts clerks and secretarial occupations recorded somewhat smaller increases than other groups.

Table 3.8 Mean hourly earnings and percentage change, clerical and secretarial occupations, full-time staff 2002-8

	2002 £	2008 £	%change
Clerical occupations	8.93	11.71	31.1
Accounts clerks	9.51	12.14	27.6
Filing clerks	8.34	10.99	31.7
Library assistants	7.74	10.91	41.0
Office clerks	9.06	11.86	30.9
Secretarial occupations	9.04	11.27	24.6
Personal assistants	9.01	11.57	28.3

Source: ASHE

Part-timers

The numbers in the sample of part-timers are quite small. Estimates at the median have relatively large confidence intervals, and so are not shown. The table below has shadings for the less reliable estimates. Five of the groups recorded earnings growth of more than 30%, but accounts clerks recorded lower growth than inflation over the period (21.8%). Apart from library assistants, the other groups recorded slightly greater earnings growth than their full-time counterparts.

Table 3.9 Mean hourly earnings and percentage change, clerical and secretarial occupations, part-time staff 2002-8

	2002 £	2008 £	%change
Clerical occupations	7.52	9.95	32.3
Accounts clerks	8.41	10.03	19.3
Filing clerks	7.13	9.6	34.7
Library assistants	6.60	8.65	31.0
Office clerks	7.49	10.22	36.5
Secretarial occupations	7.68	9.65	25.7
Personal assistants	7.95	10.56	32.8

Source: ASHE

Section 4: Comparisons of change for clerical and secretarial occupations, 2002-2008

[Note that the tables for this section are necessarily large, and so each is printed on a separate page: no figures are provided for part-timers, since the samples were small and therefore unstable]

The comparisons made in this part of the paper are based on what has been referred to in previous tables as 'Index 1', whereby percentage change in earnings is shown for each year to 2008. As noted earlier, the occupational classification changed between 2001 and 2002, so comparisons concentrate on the period 2002-8.

Tables 4.1 and 4.2 present statistics on the basis of gross annual earnings for full-timers. They show that earnings growth is greater within the HE sector over the period 2002-8 than outside across virtually all occupational groups (the only exceptions being accounts clerks and, marginally, secretarial occupations on the mean but not the median measure). While for a couple of groups the difference is small, for others it is considerably larger. The differences of around 10 percentage points for clerical and secretarial occupations as a whole, on the median measure, are not untypical.

Tables 4.3 and 4.4 present gross hourly earnings for full-timers. They broadly confirm the findings of the previous tables. Those within the HE sector have generally recorded higher earnings growth 2002-8 than those in the same occupations outside. This is the case for all groups but accounts clerks on both measures, though in some instances the difference is slight.

Tables 4.5 and 4.6 present figures for gross hourly earnings of part-timers. The HE sector samples are generally smaller than for full-timers and therefore the results are less reliable. At the median they show greater earnings growth within the HE sector than outside for all groups other than accounts clerks and secretarial occupations, and at the median for all but accounts clerks.

The clear conclusion is that earnings growth has been greater for employees in clerical and secretarial occupations inside the HE sector than outside. Accounts clerks provide the one exception to this finding.