



# *Sheetlines*

The journal of  
THE CHARLES CLOSE SOCIETY  
for the Study of Ordnance Survey Maps

“Working at Ordnance Survey in 1930s”

*Sheetlines*, 107 (December 2016, pp 35-37)

Stable URL:

<http://www.charlesclosesociety.org/files/Issue107page35.pdf>

*This article is provided for personal, non-commercial use only.  
Please contact the Society regarding any other use of this work.*

Published by  
THE CHARLES CLOSE SOCIETY  
for the Study of Ordnance Survey Maps  
[www.CharlesCloseSociety.org](http://www.CharlesCloseSociety.org)

The Charles Close Society was founded in 1980 to bring together all those with an interest in the maps and history of the Ordnance Survey of Great Britain and its counterparts in the island of Ireland. The Society takes its name from Colonel Sir Charles Arden-Close, OS Director General from 1911 to 1922, and initiator of many of the maps now sought after by collectors.

The Society publishes a wide range of books and booklets on historic OS map series and its journal, *Sheetlines*, is recognised internationally for its specialist articles on Ordnance Survey-related topics.

## *Working at Ordnance Survey in 1930s*

Further to Alfred Buckle's memoir published in *Sheetlines* 106, below are his offer of employment and the standard conditions of employment applicable.



IMPORTANT

Please address your reply to—  
"THE DIRECTOR GENERAL OF THE  
ORDNANCE SURVEY."

Quote \_\_\_\_\_  
and prepay the postage.

Telegrams:—"ORDSURVEY, SOUTHAMPTON."  
Telephone:—5181 SOUTHAMPTON.



*Ordnance Survey Office,*

26th March, 35.

Southampton,.....19.....

Dear Sir,

With reference to your application for employment on the Ordnance Survey, and the recent interview and test, I am desired by the Director General of the Ordnance Survey to offer you employment on the Ordnance Survey as a *Draughtsman* under the terms and conditions set out below and also in the accompanying statement.

The employment would in the first instance be for a probationary period of about one month. If at the end of this period your work is considered satisfactory, the employment will be extended for at least one year (including the probationary period), and it may be possible eventually to absorb you into the permanent establishment of the Department. Employment will be liable to termination on one week's notice by either the Department or yourself during the probationary period, and thereafter on one month's notice.

The salary during the probationary period will be fixed by age according to the following scale -

Between 18 and 19 .....	£76.5.0.	per annum inclusive.
" 19 and 20 .....	£91.10.0.	do.
" 20 and 21 .....	£106.15.0.	do.
21 years of age and over	£108.0.0.	do.

The rate of pay for beginners below 18 years of age would have to be specially fixed.

If your services are retained at the end of the probationary period the rate of salary will be reviewed as soon as your work is up to Ordnance Survey standards, and the rate awarded will depend on the degree of professional skill shown.

Salary is paid monthly in arrear. (Probationary period weekly).

I am to ask you to inform me by return whether you accept the offer under the conditions given. Employment will commence on the 1st April 1935, and if you accept the conditions you should report to the *Ordnance Survey Office, 128, Cromwell Road, London. W.7.*  
on/

on that day. If, however, through inability to leave present employment or any other cause, you are unable to join this Department for duty on the 1st April next, I am to ask you to inform me as soon as possible what is the earliest date on which you can report for duty.

The medical examination as to fitness for employment, referred to in the attached statement, will be carried out by the medical officer of the Department on the date when you join for duty, and without expense to yourself.

No expenses in connection with your joining are admissible against public funds.

Yours faithfully,



Colonel.

ORDNANCE SURVEY.

CONDITIONS OF EMPLOYMENT OF SURVEYORS AND DRAUGHTSMEN.

Scales of Salary.

Surveyors .....£122.0.0. to £212.3.0. per annum.  
In addition a Field Allowance of about 2s.5d. per working day is paid whilst actually working in the Field.

Group III draughtsmen ....£122.0.0. to £212.3.0. per annum.

In due time, and after passing certain standard tests, promotion is possible to Group II and ultimately Group I. The maximum pay for these Groups is at present £249.9s.0d. and £318.18s.0d. per annum.

Note: The above rates are known as Half-Consolidation rates, i.e. they are the Full-Consolidated salary rates subject to the deduction of one-half of the emergency cut made in Civil Service salaries in 1931. The full consolidated minima and maxima are:-

Group III	.....	£124.0.0.	to	£215. 3.0.
"	II	.....		£252.15.0.
"	I	.....		£319.10.0.

Hours of Work (Office).

The hours of work are 8.30 a.m. to 12.30 p.m. and 1.30 p.m. to 4.30 p.m. from Monday to Friday, and 8.30 a.m. to 1 p.m. on Saturdays.

Hours of Work (Field).

8 a.m. to 5 p.m. during the period March to October.  
8 a.m. to 4 p.m. during the period November to February.  
Work ceases at 1 p.m. (all the year round) on Saturdays.

Leave.

No annual leave is allowed unless in very exceptional circumstances until three months' service has been completed.

In addition to public holidays, for the first and second years 12 days paid leave a year are granted. Where the employment begins after the commencement of a leave year, (1st April), only the proportionate amount of leave for that year is allowed. Until absorbed into the establishment only a proportionate part of the full period of leave may be regarded as accruing in respect of each completed month of service in a leave year.

Sick leave.

There is no sick leave in the case of employees with less than six months' service (exclusive of periods of sick or other leave without pay).

(2)

After the completion of six months' service and if over 18 years of age, ten weeks' sick leave on full pay may be allowed at the discretion of the Department.

Pensionable Establishment.

There is a scheme for the admission of Assistants employed in established grades to the pensionable establishment after 15 years' service, one half of which counts for pension.

Medical Examination.

A medical examination as to fitness for employment is required.

Ordnance Survey Office,

Southampton, March, 1935.

*With thanks to Moira Grant for permission to reproduce her grandfather's documents*