

## Part Time Work

There are a range of resources available to help you find part time work whilst you are at University. This information sheet will cover the benefits of working part time, the various ways and places you can search for part time work as well as information about your rights as a worker.

### Benefits of Working Part Time

Part time work can benefit you in a number of ways. These include:

- Earning extra income to help you through University
- Enhancing your CV and develop your employability skills
- Experiencing different job sectors
- Networking with employers

### Resources Available to Look for Part Time Work

There are a number of sources available to search for part time jobs around the Loughborough area.

#### Loughborough University

- **Careers Network** - we advertise part time jobs on and off campus that we receive. Search for LboroJobNetwork as an organisation on Careers Online to view and apply for the part time jobs available. You can also search generally under the filter “part time” in the find jobs and opportunities section.
- **Social Media** - You can also follow us on twitter @LboroJobNetwork to receive daily job tweets
- **Loughborough Students Union** - advertises a variety of jobs within the Student’s Union, venue bar, security staff, catering and more (<https://www.lsu.co.uk/yourunion/jobs/>).
- **Campus Living** - Campus living at the University is responsible for the accommodation and catering provision within the Halls of Residence. In addition, they provide food and drinks in our Campus outlets. They advertise many roles within catering and hospitality e.g. dining hall assistant, hospitality and events assistant, cleaning ([vacancies.lboro.ac.uk](http://vacancies.lboro.ac.uk)).
- **Loughborough University Vacancies** - there are often part time jobs available on the main university job vacancies page ([vacancies.lboro.ac.uk](http://vacancies.lboro.ac.uk)).
- **Student Ambassadors Scheme** - the School and College Liaison team uses a scheme called Students Ambassadors to recruit student helpers to their events. (<http://www.lboro.ac.uk/students/ambassadors/>).
- Check noticeboards in departments and around campus

#### Newspapers

- Loughborough Echo
- Leicester Mercury
- Nottingham Evening Post
- Derby Evening Telegraph

## Job Centres, Agencies and Job Websites

- Loughborough Jobcentre Plus (in Loughborough town)
- Student Job - [www.studentjob.co.uk](http://www.studentjob.co.uk)
- Student-jobs.co.uk - [www.student-jobs.co.uk](http://www.student-jobs.co.uk)
- Studentbeans.co.uk - [www.studentbeans.com](http://www.studentbeans.com)
- This is Leicestershire - [jobs.leicesterm Mercury.co.uk](http://jobs.leicesterm Mercury.co.uk)
- Universal Jobmatch- <https://www.gov.uk/jobsearch>
- Berry Recruitment - [www.berryrecruitment.co.uk](http://www.berryrecruitment.co.uk)

Enquire in local pubs, bars and shops in Loughborough for vacancies directly.

## Know Your Rights

When working part time, it is important that you are aware of your rights as a worker. Below is some key information to take on board.

### The National Minimum Wage

The national minimum wage is the minimum pay per hour that almost all workers are entitled to by law. When accepting a job offer, it is important to ensure you are being paid at least this minimum wage. Current rates can be found by visiting the [gov.uk](http://gov.uk) website.

### The Working Time Regulations

As a part-time worker you are entitled to:

- a rest break at work if you are working 6 hours or more
- a limit of working no more than an average 48-hours a week
- a minimum of 5.6 weeks' paid holiday per year pro rata – so 5.6 times your weekly working hours
- For more information please visit the government webpages.

### Tax

University students are treated the same as all other workers in relation to paying tax. Each working individual has an Income Tax Personal Allowance in a tax year. If you earn less than this you will not need to pay tax.

To find out more about the allowance and paying tax, please see [www.gov.uk/topic/personal-tax/income-tax](http://www.gov.uk/topic/personal-tax/income-tax) and [www.gov.uk/income-tax](http://www.gov.uk/income-tax) pages.

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