

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. See [Careers Network Learn page CA007](#) for a talk titled 'Finding Work Experience'.

Opportunities on campus at Loughborough University

- **Loughborough Students' Union** - advertises a variety of jobs within the Students' Union, including bar, security and catering staff: <https://lsu.co.uk/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 etc.: 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.
- **Student Ambassadors Scheme** - the School and College Liaison team recruits Students Ambassadors to help at University events: <http://www.lboro.ac.uk/students/ambassadors/>
- Noticeboards in departments and buildings around campus.

Newspapers online job boards

- [Loughborough Echo](#)
- [Leicester Mercury](#)
- [Nottingham Evening Post](#)
- [Derby Evening Telegraph](#)

Job Centres, Agencies and Job Websites

- Careers Network - we advertise part time jobs on and off campus that we receive. Search under the filter "part time" in the find jobs and opportunities section [on Careers Online](#).
- Loughborough [Jobcentre Plus](#) (in Loughborough town)
- Student Job - www.studentjob.co.uk
- Studentbeans.co.uk - www.studentbeans.com
- Fish4jobs - www.fish4.co.uk/jobs/leicester/
- Find a Job - www.gov.uk/jobsearch
- Berry Recruitment - www.berryrecruitment.co.uk
- Indeed - www.indeed.co.uk/Flexible-Part-Time-jobs-in-Loughborough
- Total Jobs - <https://www.totaljobs.com/jobs/part-time/in-loughborough>
- Social Media - Facebook jobs, LinkedIn etc.

- Careers Network have a page on our website '[Find jobs and work experience](#)'
- Enquire in local pubs, bars and shops in Loughborough for vacancies directly - check out their social media accounts as organisations often post on there for part time staff.

Needing support?

Job hunting and applying can be tough at times, so if you'd like to speak to someone for advice, you can book an appointment [here](#).

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.

Safety

Unfortunately fraudulent vacancies are more common than you might think. For advice and guidance on how to spot them, check out [Careers Network Learn page CA007](#) for a talk titled 'Keeping Safe Whilst Job Hunting'.

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 www.gov.uk/national-minimum-wage

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 www.gov.uk/maximum-weekly-working-hours.

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 and www.gov.uk/income-tax pages.

International Students

International students studying in the UK on a Student visa/Tier 4 visa have working restrictions, including a limit on how many hours they work. Most students are permitted to work up to 20 hours per week during term time and full-time during vacations. However, you need to check to make sure this applies to you.

For full details visit <https://www.lboro.ac.uk/services/careers/students-and-graduates/international/>