



PART-TIME JOBS

Searching for part-time jobs using our Job Vacancies Portal and Jobshop

Register an account at [brookes.jobteaser.com](https://www.brookes.jobteaser.com), then log-in with your Brookes username and password to browse part time vacancies as well as employer profiles. You can customise your profile to focus on certain areas and filter for preferences. You can also sign up for job alerts.

You can find the **part time Jobshop** (a one stop shop for part time vacancies) by clearing all filters and searching “jobshop” in the search bar. Click on the profile to see a full list of part time vacancies both on campus and around Oxfordshire.

Get in touch with our Jobshop

You can visit our Jobshop during semester time or send us an email at **jobshop@brookes.ac.uk**. Visit us on campus on a Tuesday or Thursday or visit our Zoom Room for virtual help
<https://www.brookes.ac.uk/students/careers/students-and-graduates/part-time-jobs>

Part-time jobs on campus

Some on-campus jobs are also advertised on the main University jobs page at:
<https://www.brookes.ac.uk/job-vacancies/>
But bear in mind that internal roles are limited.

The Careers Resources Portal

Our Resources Portal includes a [job search engine](#) which collates information from various external job sites. Use the advanced search feature to get the most from the job search. The Resources Portal also has information on interview preparation, CV writing, cover letters and much more.

Other places to search for part-time jobs

Business windows are always a good place to look for jobs. Many advertise on signs or boards outside the shop/restaurant especially in Oxford city centre.

Other useful websites:

DailyInfo - <https://www.dailyinfo.co.uk/jobs>

Oxford Mail - <https://www.oxfordmail.co.uk/jobs/>

Indeed - <https://www.indeed.co.uk>

Gumtree - <https://www.gumtree.com/jobs/oxford>

Oxford University Temp Staffing - <https://www.jobs.ox.ac.uk/temporary-staffing-service#/>

Events

Part Time Jobs Fair - Thursday 5th October in The Forum. Come and speak with employers recruiting part time workers about the opportunities they have!

Employer pop-ups – we regularly host employers on campus to promote their opportunities. Browse our range of pop-up events here (click on ‘event type’ and select ‘visit’):
<https://brookes.jobteaser.com/en/events/>

Tax and National Insurance

Tax and National Insurance are automatically paid from your wages by your employer.

Tax is only due if you earn over **£12,570** in the tax year (April-April). This equates to **£1,042** per month on average. If you earn less than this and have paid tax you may be eligible for a refund which you can claim here: <https://www.gov.uk/claim-tax-refund>

National Insurance is due if you earn over **£9,880** in the tax year, or **£823** per month.

More information on tax and national insurance is here: <https://www.gov.uk/student-jobs-paying-tax>

Pay

Employers are legally required to pay at least the minimum wage for any part-time job. The minimum hourly rate depends on your age and changes every year in April.

Current rates are as follows:

Under 18 years - £5.28

18-20 years - £7.49

21-22 years - £10.18

23+ years - £10.42

More information on the minimum wage is on the gov.uk website:

<https://www.gov.uk/national-minimum-wage-rates>

Information for international students

As an international student you can work part time alongside your studies. The amount of hours you are allowed to work will be dictated by your visa type.

You will need a National Insurance Number – there is further information here:

<https://www.brookes.ac.uk/students/isat/visas/work-options/national-insurance-number/>

For further advice and guidance on working in the UK please speak to the International Advice Team: <https://www.brookes.ac.uk/students/isat>

Applying for a part-time job

There are many ways in which you can apply for part time roles, you need to find the route that works best for you. Our Student Careers Assistants are well equipped to assist you with this.

Please email: jobshop@brookes.ac.uk or visit us on campus on a Tuesday and Thursday 11:30-14:30.

When applying for a part time role there are a few things to consider:

- Ensure the role is paying minimum wage or more
- Be honest with yourself and the employer about how many hours you can reasonably do without it affecting your studies, we recommend no more than 15 hours per week
- As an international student, you must ensure that the hours you work do not exceed your working hours visa limit
- Speak to Careers if you need any advice on CVs, covering letters or interview preparation to set you in good stead for your part time role
- Ensure you are able to safely travel to and from work

Please email careers@brookes.ac.uk to request a copy of any of our information resources.