

PART-TIME JOBS

Searching for part-time jobs using our portals

Go to www.brookes.ac.uk/careers and click on:
Careers Jobs and Events Portal - Register an account at brookes.jobteaser.com, then log-in with your Brookes username and password to browse vacancies and employer profiles. You can customise your profile to focus on certain areas and filter for preferences. You can also sign up for job alerts.
Resources - 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 portal.

Part-time jobs on campus

Most jobs at the university are advertised on the main University jobs page at: <https://www.brookes.ac.uk/job-vacancies/>
Or email our part time job shop at jobshop@brookes.ac.uk
Bear in mind that internal roles compatible with full-time study are limited so you will likely need to conduct a wider search and consider external companies/organisations.

Jobshop

The Jobshop is a part-time jobs service for students. The Jobshop offers general advice to students seeking part time or summer work, as well as promoting local part time opportunities that can fit around your studies. Contact us on jobshop@brookes.ac.uk.
<https://www.brookes.ac.uk/students/careers/students-and-graduates/part-time-jobs/>

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

Summer Jobs and Internships Fair – Tuesday 25 April 11am-2pm in the Forum

Meet employers and discover job opportunities over the summer. Employers from a range of industries will be there to promote a variety of short-term opportunities. See Jobteaser for more information: <https://brookes.jobteaser.com/en/events/172384-summer-jobs-and-internships-fair-2023>

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 do 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: <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:

16-17 yrs - £4.81

18-20 yrs - £6.83

21-22 yrs - £9.18

23+ yrs - £9.50

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 do 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

As discussed 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.

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 our careers advisors if you have any questions about the role or duties
- Get help from our careers advisors on your CV and/or cover letter as well as interview preparation to set you in good stead for your part time role
- We strongly recommend you ensure your salary/hourly rate covers your travel to and from work
- Ensure you are able to safely travel to and from work

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