Finding part-time jobs

This leaflet explores the sources of part-time vacancies.

Finding part-time work while at university is important for most students to help pay for expenses you will incur. It is also an excellent way to gain work experience and develop your skills. However, Nottingham has a large student population so competition for posts can be fierce. There is no guarantee of a job.

If you are seeking employment related to your studies, you may wish to consider other forms of work experience. Further details can be found on the work experience section of our website.

It is recommended that you do not work more than 16 hours a week during term time so that your job does not interfere with your studies.

Unitemps

Unitemps Nottingham is the University’s recruitment agency for part-time, casual and temporary jobs on campus and with local businesses. As a service set up for The University of Nottingham students, it is the ideal place to look for a part-time job that will fit around your academic and other commitments.

Unitemps is an online agency and all students and graduates can browse through the latest vacancies at www.unitemps.com

If you are interested to work through Unitemps:

- Register a profile at www.unitemps.com
- Upload your CV and apply for vacancies that match your availability, skills and interests. Make sure that your covering letter is tailored to each job and clearly demonstrates why you are a suitable candidate for the role.

• Unitemps team will call you if you have been selected for an interview or to book you for the job!

If you have any further questions, visit the Unitemps Nottingham office in the Jobzone on Level B in the Portland Building, University Park. Or call them on: 0115 846 7374

Other sources of vacancies

The University has a range of on and off campus student work opportunities including the Student Ambassador Scheme. This includes the Students in Classrooms Programme and the Students as Change Agents scheme, which allows you to work on projects to enhance the student experience. Details can be found here www.nottingham.ac.uk/currentstudents/studentopportunities/index.aspx

The Students’ Union offers lots of exciting opportunities to work on a flexible basis while studying. Typical roles include bar/waiting staff, kitchen staff, retail staff, reception staff, and there are also opportunities to get involved and help out with ad hoc events. To find out how to apply go to www.su.nottingham.ac.uk/jobs

Look on the careers notice boards in your school or department.

Non-casual vacancies at the University are advertised at www.nottingham.ac.uk/jobs

The Nottingham Post and Loughborough Echo (for students studying at Sutton Bonington) are local newspapers. Jobs are advertised in the Post’s Wednesday edition. Alternatively, visit www.thisisnottingham.co.uk or www.loughboroughecho.net

www.nottingham.ac.uk/careers Careers and Employability Service
Finding part-time jobs

On the Government’s Universal Jobmatch website you can search for part-time jobs in Great Britain
www.gov.uk/jobsearch

Approach companies directly
Some jobs are not advertised widely so you should contact companies directly either in person, by phone, in writing or by email.

Some employers require additional part-time staff at busy periods of the year such as Christmas or summer holidays.

Use recruitment agencies
In addition to Unitemps, use www.yell.com or a search engine to identify local agencies. Check carefully the hours on offer and requirements of the jobs so they fit with your study commitments. If you want to check that the agency adheres to the Code of Good Recruitment Practice developed by the Recruitment and Employment Confederation, visit their website at www.rec.uk.com

PhD students
Before undertaking part-time work, please check with your department if there is any restriction on the number of hours you can work, especially for jobs outside the University.

• Science and engineering students may be recruited to work as demonstrators within the University. Talk to your supervisor or look on your department notice board for vacancies at the end of your first year.
• Arts and humanities students may be recruited for teaching work within the University, for example, as a language assistant. These opportunities are more suitable for second and third year students. Talk to your supervisor or look on your department notice board for vacancies.
• Other more general opportunities exist within the University, for example resident tutor in a hall of residence. These posts are advertised on The University of Nottingham website at www.nottingham.ac.uk/jobs

Your rights at work
All employees have rights at work in relation to:

• Pay – there is a National Minimum Wage either £5.13 or £6.50 depending on your age (as of 1st October 2014)
• Working hours and time off for breaks and holidays

• Holiday pay
• Health and safety
• Protection from discrimination

Further information on your rights at work can be found on the Graduate jobs section of our website under Working life.

Tax and National Insurance

UK citizens
If you earn above £10,600 a year (2015 –2016 rates for people born after 5 April 1948) you will have to pay Income Tax. The amount you can earn before paying Income Tax changes annually. For more information visit the Inland Revenue website at www.hmrc.gov.uk/students or ring them on 0300 200 3300.

You should have been sent a card from HMRC shortly after your sixteenth birthday to notify you of your National Insurance number. If you haven’t received this, or you’ve lost your original card, contact HMRC on 0300 200 3500 to get your NI number.

International students
The International Office provide current international students with advice and support on visa/ National Insurance and tax implications of working in the UK. The International Office produce excellent advice guide “Working during your studies” can be accessed here www.nottingham.ac.uk/aglobaluniversity/documents/studywithus/visaimmigration/working-during-your-studies.pdf with further support to be found at the website www.nottingham.ac.uk/studywithus/international-applicants/working-in-the-uk