



## QUICK LINKS

### FINDING PART-TIME JOBS

#### **International Students: How much work can I do?**

Most international students with a Tier 4 visa are eligible to work part-time in the UK. You can undertake paid or unpaid work up to 20 hours per week (if on a degree course) or 10 hours per week (if the course is below degree level) during term-time and full-time in vacations, if you are on a full-time programme of at least six months duration. You are not allowed to:

- be self employed (including freelance or consultancy work or setting up your own business).
- work as an entertainer or professional sports persons (including sports coach)

Always check what the sticker in your passport or your biometric residence permit (BRP) says and make sure that you do not work more hours a week than it allows.

UKCISA, UK Council for International Student Affairs [www.ukcisa.org.uk](http://www.ukcisa.org.uk) has useful information on working in the UK.

#### **Getting a National Insurance Number**

You will need a National Insurance Number so go to [www.gov.uk/apply-national-insurance-number](http://www.gov.uk/apply-national-insurance-number) to apply. Please note that in order to be issued a National Insurance Number, you will need to provide proof of employment or proof that you are actively seeking a job. For further assistance on tax issues or National Insurance queries, contact to 'Student Adviser (Immigration and Finance) [studentadviceandwellbeing@soas.ac.uk](mailto:studentadviceandwellbeing@soas.ac.uk) or call 020 7074 5015. They can offer advice on immigration and welfare matters.

#### **What are my working rights?**

Your employer has to give you a contract of employment within two months of you starting work. They are acting illegally if you don't get a written contract or if you get all or part of your wages paid in cash. Remember, a contract protects you and gives you certain rights. If you need help or advice about pay, working hours, working for an agency, etc. you can call the Pay & Work Rights Helpline on 0300 123 1100, or visit [www.gov.uk/pay-and-work-rights-helpline](http://www.gov.uk/pay-and-work-rights-helpline)

#### **National Minimum Wage**

This is the minimum amount that the employer must legally pay you per hour. Other than charities, some schools, or work placements that are part of your course, employers are not legally allowed to pay you less than this rate. The rate differs according to your age; some employers will also adhere to the London Living Wage. Ensure you are aware of national minimum wage legislation to make sure you are being paid the right amount. [www.gov.uk/national-minimum-wage-rates](http://www.gov.uk/national-minimum-wage-rates)

#### **Safe job hunting**

The Job Centre Plus website provides some basic hints and tips on safe job hunting - [www.gov.uk/jobsearch-rights](http://www.gov.uk/jobsearch-rights)

#### **Where to start looking for jobs**

Search for part-time jobs on **CareersZONE** - <http://careers.soas.ac.uk/home.html>

#### **Vacancies at SOAS**

**SOAS Human Resources Department** advertises vacancies, including library work, on [www.soas.ac.uk/jobs](http://www.soas.ac.uk/jobs)

**SOAS Student Union** advertises vacancies in their shops on <https://soasunion.org/jobs/>

**SOAS Academic Development Directorate** employs Student Ambassadors mainly to work at Open Days to help with registration, run Campus and Accommodation Tours, and just generally be around to answer any questions prospective students might have. See [www.soas.ac.uk/students/student-ambassador-scheme/](http://www.soas.ac.uk/students/student-ambassador-scheme/) for more information on how to apply.

#### **Other sources of vacancies**

##### **Job hunting websites:**

[//jobs.theguardian.com/jobs/london-greater-/part-time/](http://jobs.theguardian.com/jobs/london-greater-/part-time/)  
[www.studentgems.com](http://www.studentgems.com)  
[www.e4s.co.uk](http://www.e4s.co.uk)  
[www.summer-jobs.co.uk](http://www.summer-jobs.co.uk)

##### **Local newspapers and magazines**

LondonJobs (Evening Standard & Metro) – [www.londonjobs.co.uk/index.html](http://www.londonjobs.co.uk/index.html)

SOAS CAREERS SERVICE



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#### Recruitment agencies (you should never have to pay an agency):

When using recruitment agencies see if the agency is listed at <https://www.rec.uk.com/>  
This is the professional body for recruitment consultancies in the UK and members will have agreed to operate under the REC code of conduct.

Examples of some larger agencies:

University of London Temp Agency –

<https://recruit.thecareersgroup.co.uk/UOL/index.asp>

Brook Street – [www.brookstreet.co.uk](http://www.brookstreet.co.uk)

Kelly Services – [www.kellyservices.co.uk](http://www.kellyservices.co.uk)

Manpower – [www.manpower.co.uk](http://www.manpower.co.uk)

Office Angels – [www.office-angels.com](http://www.office-angels.com)

Reed Employments – [www.reed.co.uk](http://www.reed.co.uk)

Select Appointments – [www.select.co.uk](http://www.select.co.uk)

#### Other methods

Shops and restaurants frequently advertise for staff by placing an advert in the window or inside. Local leisure centres, hospitals and business/retail parks are also worth trying. Search [www.yell.com](http://www.yell.com)

Local councils may have vacancies e.g. for part-time teaching assistants, administrative assistants and care work. For example:

- Camden Council – [www.camden.gov.uk/ccm/navigation/jobs-and-careers](http://www.camden.gov.uk/ccm/navigation/jobs-and-careers)
- Westminster Council – [www.westminster.gov.uk/jobs-and-careers](http://www.westminster.gov.uk/jobs-and-careers)
- Islington Council – [www.islington.gov.uk/jobs-and-careers](http://www.islington.gov.uk/jobs-and-careers)

Many jobs are seasonal, so think about the time of year and which roles companies may be recruiting, e.g. retailers and restaurants will be recruiting extra staff to cope with the Christmas rush; tourist attractions will be recruiting extra staff to help them over the Easter and summer periods.

#### Using your skills

##### Tutoring and teaching

Many students find part-time work as tutors. Tutoring vacancies are advertised on SOAS CareersZONE <http://careers.soas.ac.uk/home.html>

##### Using your language skills

Also consider offering interpreting services at, e.g. hospitals, clinics and community centres. Search the NHS Directory [www.nhs.uk/service-search](http://www.nhs.uk/service-search)

SOAS Careers Service has a page on MySOASStudent (<https://mysoas.sharepoint.com/sites/student/teams/car/Pages/Languages.aspx>) dedicated to finding language jobs.

#### What if I still can't find work?

It can be challenging to find part-time work that is linked to your degree or the sector you would like to work in after graduation. You may find that you need to combine part time work with some volunteering.

- Check out <https://mysoas.sharepoint.com/sites/student/teams/car/Pages/Volunteering.aspx>
- You could also contact the Student's Union Volunteer Society on [www.soasunion.org/activities/societies](http://www.soasunion.org/activities/societies)

You may also be able to find an internship to be undertaken during the vacation or occasionally on a part-time basis during term time. For more information, look at our Internships section <https://mysoas.sharepoint.com/sites/student/teams/car/Pages/Internships.aspx>

#### Applying for Part-time Jobs

You will need to make sure that your CV is targeted to the type of work to which you are applying. Look carefully at any advert and try and identify the skills and experience that are required. You can draw on any previous jobs, extra curricular activities and interests to provide evidence that you match what the employer wants. The amount of information that you give will vary according to the job. The employer may be interested that you are a student and you can use examples from your course to demonstrate certain skills but you do not need to provide information about the modules you are studying unless they are directly relevant to the job to which you are applying

Information and advice on applications and interviews is available from the Careers Service, and on MySOAS Student.

#### Looking for more resources?

For further online resources, visit our website [www.soas.ac.uk/careers](http://www.soas.ac.uk/careers)

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