Part-time work

A part-time job isn’t just a good way of earning money to fund your student life; it will enable you to develop vital skills that you’ll need in the working world, whatever career you intend to go into. Even if the work you do isn’t directly relevant to your future career plans, employers regularly tell us that seeing a student who worked part-time during their studies is seen as a positive for a number of reasons, as it develops skills such as:

- Motivation and drive
- Time management
- Communication
- Team work
- Organisational skills

At King’s Careers & Employability we can help you throughout the process of finding part-time work; from getting inspiration for types of work, finding organisations to contact, writing your applications and preparing for the interview. We can also help you reflect on how the skills you’ve picked up doing this work can be used to strengthen your applications for full-time graduate positions.

What sort of work will I be doing?

Part time vacancies exist in most sectors, and you may be able to pick up some work in an area closely linked to either your degree or the sector you want to work in after graduation.

You’re more likely however, to find part time work in one of the following areas: Administration, retail, Bars/pubs/cafes/restaurants/food outlets, Childcare, stewarding, call centres, tutoring.

NOTE TO INTERNATIONAL STUDENTS:

You cannot be self-employed on a Tier4 visa. This particularly affects jobs such as tutoring, where you are likely to be freelance. You’d need to be actually employed by a company or agency. If in doubt – ask the employer, or talk to the International Student Advice team at King’s. For more information, see www.ukcisa.org.uk/blog/6257/A-working-definition

Jobs on campus

King’s Talent Bank
www.kingstalentbank.com
Register with KCL’s on-campus job agency for temporary work within individual departments, as well as external positions.

What we like: Lots of on-campus vacancies, including student ambassador roles.

KCLSU
www.kclsu.org/workforus
Part-time roles across KCLSU. Sign up to their mailing list to get the latest opportunities sent to you.

Student Ambassador Programme
https://www.kcl.ac.uk/study/student-life/student-ambassadors.aspx

Work as a student ambassador for King’s, promoting it to prospective students at open days and campus tours.

Jobs outside King’s

King’s CareerConnect
www.kcl.ac.uk/careerconnect
King’s CareerConnect is our exclusive online career portal enabling students and recent alumni to engage with our services. Once logged in, you can access our vacancy board and search hundreds of part-time roles, placements, internships and graduate-level opportunities, book one-to-one careers or application guidance appointments, apply for exclusive King’s Internships and view our full events calendar to book attendance at our many events throughout the year.

Timewise Jobs
https://www.timewisejobs.co.uk/
A range of part-time office based roles.

Speculative applications

In addition to the sites listed above, don’t be afraid to ask directly in local bars, cafes and shops. Not only does it show initiative, but many employers have part-time work throughout the year but may not advertise constantly.

Keep your eyes peeled as you walk around. Bars, shops and cafés often advertise vacancies in their windows and some public libraries have notice boards where private work is requested. Also look on company websites such as supermarkets, retail, bar and catering chains.

You can also try sending a speculative CV and covering letter to a company you would like to work for. Be specific about what work you are looking for and the experience you can offer them. We can help you improve these in our Application Appointments, which are booked daily from 7:00 at www.kcl.ac.uk/careerconnect. You can also find advice and template examples on our website, www.kcl.ac.uk/careers/cvs.

Using recruitment agencies

Recruitment agencies act as intermediaries to place workers into roles with different organisations. You register your details with an agency and they contact you when a suitable role became available. You should be able to specify the type of work you are interested in and the hours you are available, and a reputable agency should
never ask you to pay any money to register with them.

Agency Central’s website (www.agencycentral.co.uk) hosts a database of reputable recruitment agencies. LSE’s careers website also has a list of agencies, operating across different sectors (http://www.lse.ac.uk/intranet/CareersAndVacancies/careersService/CareerPlanningJobHunting/JobHunting/RecruitmentAgencies/ListOfAgencies.aspx).

**National Minimum Wage**
The National Minimum Wage is the minimum amount that employer must legally pay you per hour. Other than charities, some schools, or work placements that are a part of your course, employers are not legally allowed to pay you less than this rate. The rates differ according to your age, and are as follows: 

- 18-20: £5.60  
- 21-24: £7.05  
- 25 and over: £7.50

Some employers will also adhere to the London Living Wage – currently £10.20 – though this is not compulsory (www.livingwage.org.uk)

**Tax**
If you earn less than the personal allowance of £10,000, you do not pay income tax. You can check how much tax you should be paying (if any) using an online tax calculator, such as www.moneysavingexpert.com/tax-calculator/.

On leaving your job your employer should provide a P45 form showing how much tax you paid in the employment. If you are in employment on 5th April (the end of the tax year) you should be given a P60 summarising tax and national insurance payments for the tax year.

**National Insurance Number**
You must have a National Insurance Number to work in the UK.
However, you can apply for jobs and start working without one, providing you can prove your eligibility to work, and that you’re in the process of applying for one. Then you just need to provide your employer with it when you start.

Employers deduct National Insurance contributions from students’ earnings whenever they earn more than £110 per week. Using it correctly will make sure that National Insurance contributions are recorded against your name, and will help to prevent identity theft.

UK citizens will be sent one of these automatically shortly after their 16th birthday. If you don’t know what it is, you’ll be able to find it on payslips or other letters from employers about finance.

International students, should first check the back of your biometric residence permit (BRP), as in some cases it will be printed here, meaning you don’t need to apply for one. If you don’t, telephone Jobcentre Plus on 0345 600 0643 (lines are open 8.00 am to 6.00 pm Monday to Friday) to arrange to get a National Insurance number. Don’t worry, it’s not a difficult process!

The Student Advice & International Student Support within Kings can help students further with any queries regarding this matter. Visit www.kcl.ac.uk/advice

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**International Students**
Unless your visa specifically prohibits you from working, you are usually permitted to work up to 20 hours per week in term time and full time during the vacation. In the case of programmes that include a work placement this is normally extended.

NOTE: Check your visa, and if in doubt, speak to the international student team at King’s: advice@kcl.ac.uk

**Caution!**
Be wary of scams and fake jobs on any job site. If in any doubt, do a Google search, find out what other people say about them and check their web-presence (a company with no website is often a warning sign), bring a friend to the interview with you, and come and talk to us first.

**Working while studying**
Finally, while working part-time can give you pocket-money and a number of useful skills to put on your CV, it’s important that this work doesn’t interfere with your studies. Generally, it’s recommended that you don’t do more than fifteen hours of part time work in addition to your studies.

Updated: November 2018

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