

Thursday 28th March 2024



VACANCIES

Week Beginning:

Thursday 28th March 2024

Area:

Central London Jobs

For More Information Email:

sibert@pdt.org.uk

Telephone:

020 72668255

****For further information or to get an electronic copy of these opportunities please send request by email to the address above ****



#npop

INVESTORS IN PEOPLE™
We invest in people Gold



Thursday 28th March 2024

Office Administrator

Salary: £25,000-£28,000

This is a permanent, part time vacancy that will close in 21 days at 23:59 GMT.

Hours/Location: Part-time 24 hours – Tue, Wed, Thurs.

Location: Central Office (Pimlico) SW1P 4LX – start between 8/8:30am.

Salary: £25,000-£28,000 per annum (pro rata)

Closing: 15th April 2024

This role is perfect if you are looking for something where no two days are the same. You will meet a diverse range of people including, Nursery professionals, Trustees, MPs and the Press. If you want the opportunity to support with organising events, speaking with contractors, and learning department specific practices, this position is the perfect stepping stone for your development.

We would love to hire someone who is looking for a fun challenge within the charity sector. You would need to be highly organised, proactive and love to meet new people, fostering great relationships.

Main duties and responsibilities:

- Responding to general email and phone enquiries.
- Contribute to the smooth running of the office.
- Receive visitors, post and general walk-in enquiries.
- Maintain records relating to LEYF Central Office.
- Overseeing the general office environment – maintaining and supplying resources when required.
- Taking responsibility for other LEYF meeting spaces outside of LEYF Central Office.
- Working with the Facilities team to maintain LEYF health and safety checks – (fire testing, alarms, boiler services, pest control and waste collection etc).
- Managing contracts with suppliers.
- Ensuring compliance with Health and Safety policies and procedures.
- Take ownership of keeping the office tidy, including arranging regular clear outs with the office team.
- Working with IT team to ensure room booking systems are running effectively.
- Supporting the Head of Executive Office with event planning and logistics.
- Supporting various Central Office teams in planning, minute taking, coordinating and fundraising.
- Supporting in diary coordination for the wider Executive and Trustee team.

About you:

- You have a passion for great customer service and enjoy meeting new people.
- You are able to prioritise and be flexible/adaptable when required.
- You have excellent attention to detail.
- You are proactive, like solving problems and improving processes.
- You are efficient and organised.
- You have excellent written and verbal communication skills.
- You are friendly, positive and approachable.
- You have good knowledge of all Microsoft packages and the ability to learn company specific software when required.
- You are confident with platforms like MS Teams and Zoom.
- You are able to work in a fast-paced environment and remain calm.
- You are able to work independently and with the wider Central Office/Nursery teams.

Thursday 28th March 2024

Lunch Time Assistant - Part Time

Salary £11.44 per hour

This is a permanent, part time vacancy that will close in a month at 23:59 GMT.

Hours Part Time - (15 hours p/w Mon-Fri, 11:00 am - 2:00 pm)

Location Westminster, SW1V

Closing 30th April 2024

A bit about the role

If you like being around children and want a job that fits around your commitments, this could be a great role for you. You'll typically work part-time hours between 11.30am and 2.30pm, and our nurseries run all year round.

You'll supervise meals, tidy up efficiently, help soothe children to sleep and support activities for children who are not sleeping.

While entry qualifications aren't necessary, if you want to learn more, we can help you get the training you need.

You will need:

- The right to work in the UK.
- To be able to work all year round.
- A strong work ethic
- An ability to safeguard and protect children.
- To be positive, reliable, and friendly

What's in it for you?

- Lots of training, promotions and a good salary for the sector
- Generous pension at 7% from us (1% from you)
- 70% discount on childcare fees
- Up to 35 days off a year, including 8 bank holidays, 3 days off between Christmas and New Year, and your birthday (pro-rated for part-time hours)
- Sector-leading parental leave.
- Many other benefits that take care of you, including access to the Headspace app, shopping discounts, annual conference and money for team celebrations

About the nursery

Rated Outstanding by Ofsted Bessborough is a lovely nursery with a beautiful garden located opposite Pimlico Tube Station. The children love to do gardening and woodwork and other activities including, ballet and yoga. They also enjoy trips to the shops and local museums.

Thursday 28th March 2024

Day Concierge

Hours: 4 on 4 off / 07:30-19:30
Salary: £26,875 per annum / £12.31 per hour
Location: Camden Town (NW1)

We are currently recruiting for a Day Concierge to work in our incredible residential development based in the heart of the bustling Camden Town (NW1).

You will have the responsibility of delivering the highest levels of customer experience and service to all residents, guests, contractors and the clients. You will also be a people person that goes that little bit further to get to know the residents and build strong relationships with them on an individual level, whilst always being completely professional, courteous and respectful. For any support in the place they call home, you will be their first and primary point of contact for any support they may require.

Ideally, **you'll have all or most of the experience we're asking for:**

- Previous experience within the hospitality industry, preferably within a similar role
- Significant experience providing exemplary levels of customer service.
- Experience in managing contractors and building works within a busy development.
- Awareness of general fire, health & safety and security
- Proven ability to and handle confidential information with professionalism and discretion.

Responsibilities

- Meet and greet the residents and answer enquiries by telephone or from callers to the desk.
- Assist the residents, guests and visitors when required.
- Ensure effective security of residents and the building at all times including manning any CCTV and aid the smooth running of car parking facilities.
- Being courteous and helpful to residents, guests, suppliers, tradesmen and the general public.
- Communicate with leaseholders and managing agents in an attentive and personable manner.
- Carry out regular patrols of the entire building and report any faults and/or security breaches found to the Building Manager.
- Ensure correct reporting of any security/Health & Safety issues, incidents and complaints. Taking appropriate action in the event of an emergency.
- Issuing of keys only to correct personnel/residents whilst recording at all times the signing in and out of keys.
- Responsibility for all deliveries to the main reception desk, receiving and safekeeping of all parcels/registered mail. Correct issuing of all parcels/registered mail with a record which must be signed by residents. Notify residents of any deliveries to arrange collection from the front desk.

If this position is of interest to you, please send your CV across.

Unfortunately, if you've not heard from us within two weeks, please assume your application has been unsuccessful on this occasion.

Thursday 28th March 2024

Porter/Cleaner

Days 4 on 4 off
Hours 10pm to 8am
Salary 23,500
Location Knightsbridge

Duties Includes

- Assisting in keeping the lobby and other public areas clean and tidy
- Helping housekeeping, restaurant and banqueting staff to set up rooms or move furniture
- Handling certain reception duties, such as booking theatre tickets or making restaurant reservations
- Ensuring that bags and guests belongings are properly tagged and get to the right room
- Assisting the room service staff on busy days
- Parking guests' cars and retrieving them as needed
- Responding to guest requests and making sure they are comfortable throughout their stay
- Running errands, Doing small jobs such as buying medicine for a client or picking up dry cleaning
- Ensuring the safety of guests by, for instance, placing and removing signage that indicates wet floors or paint

Thursday 28th March 2024

Weekend Concierge/Security-Day and Night Roles

Role 1: Weekend Day Concierge / Security Officer-Saturday & Sunday; 07:00-19:00

Role 2: Weekend Night Concierge / Security Officer-Friday & Saturday; 19:00-07:00

Salary: £17,035 per annum or £13.65 per hour

Location: Marylebone (W1U) (nearest tube station is Baker Street or Marylebone)

We are currently recruiting for a new Weekend Day Concierge/Security Officer, and a new Weekend Night Concierge/Security Officer, to become a part of the team at our prestigious Victorian mansion block in Marylebone (W1U), with 223 private residential apartments. The successful candidates will be the first point of contact for all residents, visitors, and contractors. They must be professional in manner and appearance at all times and available to assist residents, visitors and contractors with any enquiries they may have in a positive, solution-oriented way.

Exceptional customer service skills with excellent attention to detail with an uncompromising outlook to maintaining the highest standards is a must. Outstanding communication skills, both written and verbal. Confident and dynamic speaker, able to communicate and interact effectively with residents and others. Enthusiastic, proactive and positive personality with ability to build trusting relationships with residents, colleagues and others.

Main duties and responsibilities:

- To provide a high-quality front of house, concierge and security service to the residents and guests providing a safe and welcoming environment.
- To assist with the residents, their properties and the building at all times, ensuring that the safety of all residents and visitors is maintained.
- Assist with the site fire and emergency procedures and policy and ensure all relevant preventative measures undertaken.
- Liaison with security manager for all residential and operational issues.
- To ensure that all security requests & are dealt in a timely and professional manner adhering to the relevant Assignment Instructions on every occasion.
- To enforce the building regulations to prevent or minimise risk of breach of lease or house rules.
- To work with the security Manager to implement tool box talks and other training exercises to benefit the development.
- Include tasks such as sorting out deliveries, replenishing stock levels of supplies, etc.
- Enhance collaboration with the security manager and offer support as required
- Demonstrate a commitment to participate in security training and adhere to procedures regularly as part of job expectations.

If this position is of interest to you, please send your CV across.

Unfortunately, if you've not heard from us within two weeks, please assume your application has been unsuccessful on this occasion.

Thursday 28th March 2024

Caretaker

Shift Pattern: Monday to Friday (8am – 5pm)

Rate of Pay: £27,963 per annum / £11.95 per hour

Location: Camden NW3

We are currently recruiting for an exciting Concierge/Caretaker opportunity at one of our residential developments based in Camden NW3.

You will have the responsibility of delivering high levels of customer service to all residents, guests, contractors, and the clients. As well as carrying out routine checks and maintenance of the building, you'll also be a real people person and go that little bit further to get to know the residents, build strong relationships whilst maintaining a professional, courteous, and respectful manner.

As primary contact for the residents you will be on hand to provide the support they need at the place they call home.

Ideally, you'll have all or most of the below experience:

- Previous experience within the hospitality industry, preferably within a similar role.
- Significant experience providing exemplary levels of customer service.
- Experience in managing contractors and building works within a busy development.
- Awareness of general fire, health & safety and security.
- Proven ability to and handle confidential information with professionalism and discretion.

Responsibilities

- Meet and greet all residents, visitors, and contractors in a courteous and professional manner.
- Build good rapport with the residents and respond promptly to their requests.
- Manage parcels and mail according to the procedure in place.
- Keep up to date with all building management and maintenance information so resident queries can be responded to directly.
- Schedule & log repairs and maintenance visits by contractors; contact details and visiting schedule of the Property Manager.
- Provide access to contractors as required to carry out scheduled repairs and maintenance activity.
- Report to the Property Manager any incomplete work, or other concerns, following contractor visits.
- Carry out routine cleaning and maintenance activities.
- Carry out regular patrols of the building and grounds.
- Monitor and identify anything that may cause a hazard, reporting to the Property Manager.
- Monitor CCTV footage, as necessary.
- Monitor the safety and security of the building, reporting any incidents to the Property Manager
- Perform weekly fire alarm testing.
- Collect litter throughout building, grounds and dispose accordingly.
- Tidy bin area, including placing any rubbish in the appropriate bin.

If this position is of interest, please submit your CV.

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Thursday 28th March 2024

Maintenance Operative

Days: Monday to Friday

Hours: 8am to 5pm

Salary: £30k

Holidays: 23 days

Location: Kensington & Chelsea

Based at a large high end and very modern new residential development in Chelsea, my client is looking for an experienced maintenance operative to join the team: –

KEY RESPONSIBILITIES:

The Maintenance Operative will directly undertake in house maintenance routines, reporting to the Maintenance Manager and/or Development Manager. They must utilise the equipment, materials and other resources made available to them, work in collaboration with team members and contractors to ensure the highest quality of service is provided.

The Maintenance Operative should:

Have a sound knowledge, & /or proficiency in, common maintenance tasks (electrical, plumbing, decorative, carpentry) Have an excellent understanding of Health & Safety regulations and risk assessments (relevant qualifications and safety certifications are advantageous)

Be familiar with building systems.

Be able to work independently, making critical decisions when necessary.

Have a positive and proactive attitude towards planning and working efficiently.

Provide general maintenance support to the Development.

Supervising third party contractors working on site, reviewing RAMs and issuing permits to works as required.

Report defects / incidents (either observed or reported) and take the corrective action after consultation with your line manager.

Carry out and record the results / outcome of weekly, monthly, and other cyclical checks, testing and maintenance routines, including but not limited to Fire Alarm testing, Emergency Lighting testing, Smoke Ventilation system testing and Lift Line testing.

Ensuring maintenance tasks are meticulously completed and recorded in the relevant systems.

Undertake maintenance tasks not limited to but including – bin movements, refuse chute / area maintenance, light bulb replacement, painting, decorating, plaster repairs, minor internal and external maintenance repairs to hard surfaces and soft services.

Ensure all tools are maintained and kept securely, only used by authorised personnel.

Pressure wash / clean areas of the development as and when needed.

Carry out any touch up paint work in communal areas within the buildings, as and when required.

Risk Management: Supporting the developments risk management routines, utilising systems and processes to ensure compliance.

Liaising with the on-site management team, client relationship / support team, contractors, and customers to facilitate risk assessments and routine risk management tasks.

Completing risk actions, equipment testing (in and outside of the apartments) and recording the same. This is not limited to but would include fire alarm testing, tap / show flushing, smoke ventilation testing, water testing, plant room inspections and sprinkler tests.

Maintaining a detailed audit trail of all actions and certification.

Thursday 28th March 2024

Marketing Manager – part time working available

Key responsibilities include:

- Develop and implement a programme of marketing activities to drive expansion of each division
- Creating and launching new brands
- Increase traffic to Company website through a variety of marketing campaigns including email campaigns
- Optimize lead generation and conversion rates, collaborate with the sales team to align marketing efforts
- Report on marketing activity/deliverables/metrics/brand performance
- Monitor performance of job boards
- Keep up to date with competitors and trends to inform brand and product strategies
- Manage the marketing budget, negotiate with suppliers, source key partners and ensure SLA's are adhered to
- Create and coordinate marketing collateral such as brochures, print adverts, flyers, banners, stands etc. using the Adobe Suite
- Write marketing copy for both online and print including e-newsletters, case studies, award entries, direct mail, and magazines
- Liaise with industry bodies and peers to organise seminars/conferences, events, and other ad hoc projects
- Maintain company website and social media accounts
- Review current brand guidelines and make changes/improvements

At first this will be a standalone role however there will be the opportunity to expand the marketing team in the future

Skills and experience

- Experience in a marketing role, either as a marketing manager or a marketing executive ready to take the next step in their career
- Excellent copywriting skills
- Working knowledge of best practices in email, social media, and events-based marketing.
- Experience in managing trade shows / events (logistics, contracts, invites, set up)
- Basic WordPress experience.
- Experience of working on InDesign, Photoshop and Illustrator
- Experience with email software and newsletter creation – we currently use MailChimp.
- Social media skills, particularly LinkedIn.
- SEO/PPC experience
- Influencing and negotiating skills

Please apply even if you don't feel you have all the skills or experience listed above as we can be flexible. We are open to making this a part time role (work pattern negotiable but one pattern we have considered is 30 hours per week, either 4 full days or 5 shorter days but we would consider other options including term time only etc). Salary is negotiable depending on experience.

Thursday 28th March 2024

Workshop Assistant (Labourer)

Contract: Fixed-Term Contract (12 months)
Salary: £31,652 per annum
Hours: 42.5 hours per week
Location: Purfleet, Essex

We currently have some exciting opportunities to join the Royal Opera House Scenic Carpentry team at the Bob and Tamar Manoukian Production Workshop, our purpose built state-of-the-art 3750 square metre building in Purfleet, Essex. The site contains a scenic construction carpentry workshop, metal workshop, paint studio and fit up area, enabling us to make scenery for the Royal Opera and Royal Ballet companies and the Birmingham Royal Ballet.

We are seeking to appoint a Workshop Assistant to assist with duties for our Carpentry and Metalwork workshops.

You will ideally have:

- Experience of labouring skills in a workshop environment is desirable.
- Basic knowledge of workshop machinery and able to undertake basic maintenance tasks.
- A full clean driving license and ability to drive the ROH van is essential.
- Previous forklift driving desirable (though training will be given).
- Strong awareness of and adherence to Health and Safety policy, safe working and best practice.
- Experience involving the movement of large scenic items an advantage.

We are committed to creating a diverse and inclusive environment in which everyone can thrive. We particularly welcome applications from those who are from a global majority background and/or those who are disabled, as they are under-represented within our organisation. As a Disability Confident Employer, we guarantee to interview all disabled applicants who meet the essential minimum criteria for our vacancies.

Thursday 28th March 2024

Social Media Executive

All Locations: Dual - London office & home
Salary Details: £30,000 - £32,000 p/a + benefits
Hours Per Week: 35
Closing Date: 09 Apr 2024
Vacancy type: Permanent

The opportunity

Do you have social media experience within a professional organisation? Would you like to use your skills and experience to support lifesaving research? If so, read on.

As a Social Media Executive, you'll deliver innovative and inspiring social campaigns across British Heart Foundation (BHF)'s channels.

You'll take responsibility for:

- Leading on social-first campaigns, including ideation and planning, briefing content production, copywriting, approvals, scheduling, and publishing, reporting and learnings.
- Working with a variety of teams across the business.

Be part of a Social Media team who manages the overarching social strategy and growth objectives, content calendar, content production and community engagement.

There's a wealth of exciting integrated campaigns to work on, from our 'integrated moments' such as Heart Month, to sporting events such as London to Brighton and London Marathon. This role is an exciting opportunity to help communicate our brand's values and mission, strengthen our community, reach new and diverse audiences, and make the BHF matter to more people.

Working arrangements

This is a blended role, where your work will be dual located between your home and our London Office.

At the BHF we believe in the power of being together, so our colleagues on blended contracts can expect to spend some time in their office, at least one day each week, on average. The use of our office spaces is driven in part by your role and the activities you need to do. This may vary from time to time, so you will need to work in a flexible way to unlock your best work for our cause.

Need more help balancing your work and home life? Talk to us about what flexibility is available at the application or interview stage.

This role requires the flexibility to travel and attend key live events, conferences, and locations for content shoots, which will be built into working hours.

About you

As our perfect candidate, you bring experience of successfully delivering large-scale social media campaigns within a professional organisation. You have plenty of professional experience on different social platforms, such as **Facebook, Instagram, X, LinkedIn, YouTube, Pinterest and TikTok**.

You have experience of running social media for a complex portfolio, first-hand experience of social listening platforms and experience of campaign social copywriting.

With a passion for social media and a keen understanding of content from a user's perspective, you have knowledge of the social media industry, social media campaign management processes, and related tools and technologies.

A motivated and ambitious individual with excellent organisational and interpersonal skills, your strong conceptual thinking is matched by your ability to bring concepts to life.

Thursday 28th March 2024

Tesco Colleague - Lambeth Kennington Rd Express

Number of Positions: 1
Contract Type: Part time.
Salary: Competitive
Working Hours: 16
Location: Kennington Express
Closing Date: 15/04/2024
Salary: £11.95

About the role

Days	From time	To time
Sun	07:00:00	15:30:00
Wed	14:30:00	23:00:00
Fri	07:00:00	15:30:00

You will be responsible for

- Knowing your customers and serving them with passion and pride; giving great natural service.
- Passionate and knowledgeable about the products and services within my store.
- Working across the store in our service, picking and replenishment areas where required.
- Putting into practice the training you have received, so we all work safely, effectively and serve our customers brilliantly.
- Making decisions that are right for customers, delivering routines in store that meet the needs of customers at the right time.
- Taking part in seasonal, community and charity events, creating a great inclusive atmosphere.
- Being knowledgeable about your store's performance, understanding the part you play and what we need to do together to drive service and sales, reduce waste and shrink and deliver profit.
- Handling products with care to maintain quality and ensure they reach customers in the best condition.
- Being myself, living our values, making everyone feel welcome and always following our policies.
- At times, you may be required to accept deliveries into the store

You will need

- A passion for delivering great service, greeting customers with a smile, and serving them with pride
- The ability to build rapport with customers, meaning they leave the store having experienced a great shopping trip
- To take the initiative and make decisions that are right for our customers
- Work well within a team and communicate openly with others
- Build relationships with colleagues to create a team spirit, having fun and celebrating success
- Be at work on time, well presented and ready to be a brand ambassador

Thursday 28th March 2024

Part-time house cleaners sought in Camden.

Salary: £12 to £15 per hour

Hours: Part time

Closing date: 25 April 2024

Location: London, NW1 0AP

Job type: Permanent

Home cleaning work nearby your home.

Want to work during specific time slots on a regular schedule? Jobs around the school run?

Hourly rate of £12 p/h direct into your wallet? Be your own boss? (self-employed position)

We have cleaning vacancies available in your nearby area. You may even walk to work! Our clients want a dependable they can definitely rely on to keep their household in immaculate condition, so you go to the same clients every week.

You will need are two references to qualify for an interview.

Carer Part Time in Marylebone

Salary: £13 to £16 per hour

Hours: Part time Monday to Friday, ideally 3 hours every morning

Closing date: 27 April 2024

Location: Marylebone, North West London

Company: Guardian Carers

Job type: Permanent

A proactive and reliable part-time live-out carer is needed in Marylebone to help an elderly person with mobility and some aspects of personal care.

Duties include:

Safely using aids and personal equipment

Assisting with mobility

To assist the client in getting up in the morning

To assist the client with personal care (mostly supervising)

Encouraging the client to use the toilet

Preparing occasional meals

Providing companionship

Medication prompting

They require someone who has a valid UK Residence Permit. Our client would like to hire a Carer by the end of April.

Thursday 28th March 2024

Retail Sales Assistant

Contract type: Permanent
Contract hours: Part time 20hours per week
Location: Staples Corner
Salary: £16,000pa OTE

The Role:

-Commission: Our uncapped commission scheme recognises the hard work and dedication of our superstar dreamers, with extra special peak incentives.

-Discounts: Amazing staff discount on Dreams products, plus hundreds of brands including restaurants, holidays, and shopping.

-Buy-in schemes: You`ll have the opportunity to buy extra holiday, private healthcare, or savings and loans.

-Learning and development: Our comprehensive induction gives you the best possible start to your career with us, with progression opportunities as your experience grows.

-Wellbeing: We partner with the Retail Trust to offer a full wellness hub, including a 24-hour helpline, out of hours GP services and access to counselling.

The job:

Working as part of our Retail team in Staples Corner for 20 hours a week, you will be a vital part of the store`s success.

We want every store visit to be exceptional for our customers, so you`ll work closely with members of the public to understand their needs and advise them on high-value purchases.

Ready to skip the snooze button and get stuck in? Here`s a taste of what you`ll be doing day-to-day...

-Making our customers feel at home through exceptional service. At Dreams, this means listening to customer`s needs and guiding them, asking the right questions at the right time to find the perfect fit.

-Being on hand every step of the way whilst customers browse in store, from greeting at the door to getting to know them and their sleep preferences.

-Becoming a Sleep match Master, using our market-leading sleep technology to help customers choose the right mattress just for them. Sleep match is our bit of wizardry that makes the bed buying process simple - you`ll love it!

-Helping to make the store look its absolute best, from general housekeeping and cleaning to updating displays.

The Person:

This is the type of person we`re dreaming of:

-People-first: You will have an engaging and positive personality, plus a natural ability to bond with customers.

-Communicator: Using your excellent communications skills, you`ll be able to build rapport and establish great relationships with customers and colleagues.

-Motivated: Whilst no previous sales experience is necessary, you will need to have the determination and motivation to work towards KPIs and sales targets.

-Team player: Every dreamer plays a role in making our stores an enjoyable place to work, where each member of the team feels included and respected.

-Willing to learn: A great night`s sleep is personal, so natural curiosity and willingness to learn will make you an excellent Bed Expert.

-Flexible: You`ll need to be able to commit to working 20 hours per week. Our stores are awake 7 days a week, so this role will involve working weekends and bank holidays. On these busy days, you`ll have the opportunity to earn even more commission!

Thursday 28th March 2024

Delivery Driver

Posting date: 24 March 2024

Hours: Part time

Closing date: 23 April 2024

Location: Willesden, North West London

Company: NewsTeam Group Ltd

Job type: Permanent

Job reference: ID1620

Newspaper Delivery Driver – Up to £318.50 per week – WILLESDEN

We are currently looking for an Early Morning Newspaper Delivery driver in the above area.

About the role

This is a permanent, part-time, self employed contract - ideal if you're looking to earn some extra money while leaving time for other commitments during the day. You will be delivering Newspapers to homes and businesses on a pre-designated route.

Please do not apply for multiple jobs with us as we use your postcode to match you to the work.

Requirements

To join our team as an early morning delivery driver you need to:

- Be available to work 7 mornings a week from 2.30am (approx 4 - 4.5 hrs)
- Own your own car or small van (with reasonable running costs)
- Own a smartphone (android or iPhone)
- Live locally to the area above

Rewards and Benefits

- There is a guaranteed minimum of £280 per week (including training period)
- As soon as you start delivering the full round, you will receive a one-off bonus of £120, paid the same day
- Career progression is available within the group to supervisory and managerial positions.
- This is an excellent opportunity for early risers wanting to earn some extra money.

We're a fast growing, nationwide newspaper and magazine delivery company; providing a professional and reliable daily delivery service to approximately 60,000 households throughout the UK.

If you think the job's for you, apply today!

Thursday 28th March 2024

Care assistant

Salary: £13.50 to £15 per hour

Hours: Part time

Closing date: 27 April 2024

Location: Willesden, Northwest London

Company: Good Care Group

Job type: Permanent

£13.50 - £15 per hour, guaranteed hours
Full time, part time and weekend availability

About the role:

You will be visiting clients in their own homes, working as a domiciliary carer with a minimum call time of 1 hour.

You will assist with:

Supporting clients with their personal care

Supporting with continence management

Administering medication

Light housework

Preparing healthy meals

Accompanying clients to appointments and social outings

Supporting clients to pursue their interests and hobbies

Offering specialised care for people living with conditions such as dementia, Parkinson's disease, strokes and other conditions, as well as end of life care

We're looking for:

A minimum of 6 months' professional care experience

Household management skills e.g. cleaning, hoovering and keeping a home tidy

Ability to work effectively within time allocated

Reliable and punctual

Able to work as part of a multidisciplinary team

IT skills – able to use a computer / laptop and online systems

If you're naturally friendly, with a desire to make a positive difference to your client's life, we want to hear from you!

The Good Care Group is part of a family of home care brands in the UK, including Oxford Aunts.

Thursday 28th March 2024

Bus Drivers / Trainee Bus Drivers

Hours: Full time

Closing date: 31 March 2024

Location: Willesden, North West London

Company: Metroline Travel

Job type: Permanent

We employ almost 6000 people who help carry over one million of our customers across the capital every day. We are a company who invest in and value our people and we offer training of the highest quality to obtain a full D category Passenger Carrying Vehicle licence, Drivers Qualification Card and City & Guilds qualification.

Furthermore, for the right person who is determined to succeed, there are opportunities for clear career progression through to supervisory & management positions.

As a qualified Bus Driver, you will be responsible for the safe transport of passengers on all our bus routes

We have garages in North & North West London, Middlesex & Hertfordshire, your preferred location can be discussed at interview stage

Job security

Full training

Full Time vacancies available

Excellent rates of pay with service related increases

Free (Non Contractual) Bus, Tube & London Overground travel for you + one

Free uniform

Opportunities for Career progression

A City & Guilds qualification in bus driving

Paid holidays

Company Pension

Sports and social facilities

Child Care voucher scheme

Hold a full driver's licence, with at least one year's UK driving experience. Hold a current PCV licence & Drivers Qualification Card or be prepared to train for one.

Applicants with 6 penalty points may be considered on an individual basis.

Be prepared to work varying shift patterns, which include rostered weekends and bank holidays.

Full Time and Part time, varying shift patterns, including weekends & Bank holidays

Thursday 28th March 2024

Retail Warehouse Operative

Salary: £12.54 per hour rising to £13.80 per hour after 12 weeks service

Hours: Full time

Closing date: 17 April 2024

Location: SW1X7XL

Company: The Best Connection Group Limited

Job type: Temporary

Title: Retail Warehouse Operative / Stock Control Operative The Best Connection are an employment agency seeking Retail Stock Operatives for an ongoing temporary assignment at our world-renowned client in Knightsbridge, London

This role will be working in the distribution department of a luxury department store, and assisting with the receipt and distribution of luxury fashion goods for retail

Responsibilities of the Retail Stock Operative will include but not be limited to Helping to take in and sort incoming deliveries Manually moving stock by hand from delivery to store area Using manual handling equipment trucks to move stock Quantity and basic quality checking of incoming and outgoing deliveries Manually handling stock by pushing cages and trolleys down a passageway Performing in-store stock movement tasks Requirements of the Retail Stock Operative Ability to travel to the Knightsbridge area of central London independently Ability to work as part of a team and following instruction Well-presented as may involve entering and exiting the store during opening times Capable of manual handling Capable of heavy lifting up to 25kgs Able to walk all day and push trolleys and cages of stock Safety Conscious Rates of pay

Hours of work

Shifts operate on a rota basis, with any 5 days in a 7-day week being offered
Shift times can be 6:30am to 2:30pm or 2pm to 10pm on a rota basis

Additional Benefits: Ongoing assignments Rewards card discounts Employee competition prizes Online payslips Weekly pay Pension provision Holiday pay (28 days Paid Annual Leave pro-rata for PAYE)

All vacancies are available and correct at the time of posting. Some details may be subject to change.

Thursday 28th March 2024

Kitchen Porter

Positions	2
Salary	£23,400
Post Type	Concurrent (External + Internal)
Contract Type	Permanent
Working Pattern	Full Time
Leave entitlement	Starting at 30 days per annum
Pension	Civil Service Pension Scheme
Closing Date	14th April 2024 at 23:55

We are looking for 2 Kitchen Porters in our Catering & Retail Service department at House of Lords. This is an exciting position for someone who maintains highest standard of cleanliness and tidiness, according to current health and food hygiene legislation at all times.

This is an opportunity to work onsite at Parliament working Monday to Friday!
As a Kitchen Porter you will be expected to undertake all general Kitchen Porter duties, work to pre-arranged cleaning schedules, and use cleaning equipment and materials effectively. You must be prepared to assist other team members when required and should expect to be moved from area to area as demand requires and will feel comfortable to work in a fast-paced environment.

You'll be accountable for/to:

- Thorough cleaning of designated areas, sweeping and mopping of floors, ensuring that all surfaces are hygienically cleaned as instructed by the Line Manager.
- Cleaning of heavy-duty cooking utensils, pots, trays in pot wash sinks.
- Cleaning and polishing of tarnished silver wear and cutlery.
- Prepare the dishwasher for the days use by checking that it is in full working order, has sufficient chemicals for the day's operation, and that it is cleaned as directed by the Head Porter. Advise the Head Porter of any faults and chemical requisitions required.
- Make sure that all the dirty crockery and cutlery is cleared off the service lifts, wash in the appropriate dishwasher; once cleaned, stack all items safely on the correct shelves or send clean crockery, cutlery and glassware to the appropriate outlet as required by the waiting staff.
- Observe all legislative requirements including those concerning food hygiene, and health and safety at work. Each member of staff should eliminate hazards to safety and to health, and where this cannot be done the hazards should be reported to the appropriate Health and Safety Co-ordinator.

What we're looking for:

- To have a basic Food Hygiene Certificate or equivalent and COSHH. It would be desirable to also have some knowledge of Health & Safety and Manual Handling.

Thursday 28th March 2024

Cleaner

Locations London, Kings Cross
Advertising Salary £13.15
Hours Per Week 15
Shift Pattern Start 06:00
Shift Pattern End: 09:00
Working Days Per Week (e.g. Monday - Friday):
Monday - Friday, Fixed Term Part-Time, 15 hours per week.

About The Role

Our cleaners play an important part in providing safe, clean environments in which our customers can thrive in their workspaces.

You will be working Monday to Friday, on a fixed term part-time basis, 06:00 to 09:00, 15 hours per week.

You'll also:

- Make sure that areas are always cleaned to the highest standards.
- Always work safely.
- Make sure equipment is cleaned, maintained, and stored correctly.
- You will be carrying out a range of cleaning activities including mopping, sweeping, dusting, emptying bins and cleaning washrooms.

To succeed in this role, you'll need:

- Good attention to detail
- To be reliable and responsible with a flexible approach to work

About Us

We are, a leading facilities management company providing a range of both standalone and integrated services including cleaning, catering, security, technical services, energy management and compliance, front of house, landscaping, logistics, waste management and pest control services. The company has a turnover of £1.5bn and operates across the UK and Ireland with 50,000 colleagues delivering innovative award-winning services to the private and public sectors and supporting the local communities in which it operates.

Thursday 28th March 2024

Social Media Executive

All Locations: Dual - London office & home
Salary Details: £30,000 - £32,000 p/a + benefits
Hours Per Week: 35
Closing Date: 09 Apr 2024
Vacancy type: Permanent

The opportunity

Do you have social media experience within a professional organisation? Would you like to use your skills and experience to support lifesaving research? If so, read on.

As a Social Media Executive, you'll deliver innovative and inspiring social campaigns across British Heart Foundation (BHF)'s channels.

You'll take responsibility for:

- Leading on social-first campaigns, including ideation and planning, briefing content production, copywriting, approvals, scheduling, and publishing, reporting and learnings.
- Working with a variety of teams across the business.

Be part of a Social Media team who manages the overarching social strategy and growth objectives, content calendar, content production and community engagement. There's a wealth of exciting integrated campaigns to work on, from our 'integrated moments' such as Heart Month, to sporting events such as London to Brighton and London Marathon. This role is an exciting opportunity to help communicate our brand's values and mission, strengthen our community, reach new and diverse audiences, and make the BHF matter to more people.

Working arrangements

This is a blended role, where your work will be dual located between your home and our London Office.

At the BHF we believe in the power of being together, so our colleagues on blended contracts can expect to spend some time in their office, at least one day each week, on average. The use of our office spaces is driven in part by your role and the activities you need to do. This may vary from time to time, so you will need to work in a flexible way to unlock your best work for our cause.

This role requires the flexibility to travel and attend key live events, conferences, and locations for content shoots, which will be built into working hours.

About you

As our perfect candidate, you bring experience of successfully delivering large-scale social media campaigns within a professional organisation. You have plenty of professional experience on different social platforms, such as Facebook, Instagram, X, LinkedIn, YouTube, Pinterest and TikTok.

You have experience of running social media for a complex portfolio, first-hand experience of social listening platforms and experience of campaign social copywriting.

With a passion for social media and a keen understanding of content from a user's perspective, you have knowledge of the social media industry, social media campaign management processes, and related tools and technologies.

A motivated and ambitious individual with excellent organisational and interpersonal skills, your strong conceptual thinking is matched by your ability to bring concepts to life.

Thursday 28th March 2024

Security Patrol Officer

Main area	Security
Contract	Permanent
Hours	Full time - 37.5 hours per week
Location	Trust wide
Salary	£27,948 - £29,468 pa inclusive
Closing	21/04/2024 23:59

We are looking for someone with the ability to think quickly on their feet, able to use their initiative and sometimes make difficult decisions. On a daily basis you will be required to work closely with colleagues at all levels. Post holders will be required to work without supervision and use a high level of initiative in decision making. You will be courteous and polite when engaging with people and able to work effectively within a team.

You will be responsible for monitoring and responding to all alarms within the Hospital and responding to security assistance calls made by members of the Hospital staff, patients and visitors. You will have contact with patients with complex mental health needs providing support to clinical colleagues who are providing care to those patients. You may need to deal with people who are demonstrating challenging behaviours as necessary, and training will be provided for the skills you may need in these type of situations. You will be involved in the initial investigations into missing patients, criminal activity and may be part of the hospital response to major emergencies. Other general duties may include security patrols, assisting the police with their enquiries, assisting with lift entrapments and you should be comfortable utilising technology in the detection and reduction of crime.

The post holder will be required to work on rotating shifts though days, nights, weekends and bank holiday across all 4 Trust sites including. Previous experience of working within a healthcare setting or security role is essential. You should hold GCSE's in English and Maths or their equivalent and ideally have undergone basic security training in accordance with SIA accreditation. You must possess excellent communication skills with the ability to produce clear and concise written reports.

Main duties of the job

To provide a professional security service in keeping with the Trust values and ensure the safety and security of our patients, staff and visitors. To prevent violence and aggression and deter criminal behaviour. Work collaboratively with departments to ensure a safe working environment and report any issues that may require security management attention.

Person specification Education/ Qualifications

Essential criteria

- GCSE English Language and Maths, or equivalent
- Previous experience in a customer facing environment.

Desirable criteria

- Health & Safety certification

Experience Essential criteria

- Experience as a security officer or in a customer- facing role.
- Desirable criteria
- Experience of working in a complex or similar type of organisation

Skills/Knowledge/ Abilities Essential criteria

- IT skills including Microsoft and internet use
- Ability to produce clear and concise reports.
- Ability to prioritise your workload.
- Ability to assist in the investigation and management of crime.

Thursday 28th March 2024

Customer Assistant (Part Time)

Location	Shopping Centre Shepherd's Bush Green W12 8PP London
Contract	Part Time
Experience Level	Entry Level
Salary	£13.55 up to £13.85
Available Shifts:	10:00am – 19:00pm (10 to 15 hours Contract) 14:00pm – 00:00am (10 to 15 hours Contract)

*Shift patterns may be subject to change dependent on the need of the business. This can be discussed at interview stage

Our Customer Assistants work together as a team to ensure their store is clean, tidy and well-ordered so that customers can get the products they love and need. You'll be part of a close-knit team who will soon become friends. Shifts include the weekends, but whether you have family commitments, are studying or have an extraordinary hobby, we make sure our rotas are available 3 weeks in advance so you can get the most out of your days off. This isn't just a challenge, this is a challenge with great rewards – because at Lidl, you get out what you put in. If you love keeping busy and want to do a job that matters, find out more below and apply for a career a Lidl less ordinary.

Once your application has been reviewed if it matches to the requirements of the role someone from the recruitment team will get in touch to chat about your application. The process will include a telephone interview and face-to-face selection event. We look forward to receiving your application.

What you'll do

- Unpack stock as deliveries arrive in store
- Providing excellent customer service on the tills
- Help our customers with any questions or queries, and locate items around the store
- Ensure the bakery stays topped up by baking fresh goods
- Ensure shelves are looking good, checking for sell by dates, ensuring quality and freshness for our customers
- Merchandising and maintaining our middle aisles of non-food products

What you'll need

- Some experience of working in a fast-paced environment
- The flexibility to start an early shift at 5am or finish a late shift at 11pm
- The ability to react positively to changing priorities
- The initiative to identify tasks that need to be completed
- The drive to work hard and contribute to the success of your store
- A friendly communication style with your team and customers
- Experience in providing excellent customer service

Thursday 28th March 2024

Retail Assistant

London - United Kingdom

Employee – Fixed Term

Location: Primark Tottenham Court Road

Salary: £12.23

Employment type: Temporary 3 months

Job type: Part Time

Contracted hours: 20-30 per week

Shift pattern: Varied shifts including mornings; afternoons; evenings and weekends – all will be discussed at interview

Because the opportunities are endless

Here at Primark, we love to do things our way. Because we help our customers keep up with high fashion at affordable prices. We do everything with passion, high standards and care around here. And if that sounds like you, join us as a Retail Assistant.

Because you matter

People are at the heart of what we do, so it's essential that we provide you with the right environment to perform at your very best. We offer benefits that put you first:

- Salary: We offer a competitive salary
- Balance: Enjoy flexibility with accommodating shifts
- Pension: Secure your future with our generous pension scheme
- Discounts: Use your in-store employee discount across our fabulous range
- Support: Explore our well-being initiatives and employee assistance programme. As well as mentorship to get the most out of your career
- Holiday: Enjoy generous holidays, based on your hours
- Development: Career pathways are available to help you reach the next level

What will I be doing?

As a Retail Assistant, you'll be making our customer's day, every day. Here's what this looks like in action:

- Providing customers with an amazing experience as you help them with things like sizes or styles, purchases, or returns
- Setting up a good-looking shop floor with full shelves, tidy fitting rooms and all the latest fashions, as well as keeping a tidy and well-organised stockroom
- Delivering a fast, friendly, efficient experience at till points, processing queries, voids, and returns.
- Receiving, unpacking, and checking off new deliveries. Getting our products on to the shop floor and ensuring they're all correctly priced - all while making sure everything meets our high standards

Who you are:

We love to delight our customers with amazing in store experiences and that starts with you! Here's what we need:

- You're passionate about people and creating those amazing experiences
- You're honest, a strong communicator who can also listen, share ideas and get involved where needed
- You've got good organisational skills and attention to detail
- You're a team player with high levels of motivation, a positive attitude and willingness to learn
- You're interested in fashion and the latest looks

Thursday 28th March 2024

Day Porter

Hours Monday to Friday 1pm to 7pm, Sunday 7am to 7pm
Location Chelsea SW3
Salary £28,000 – £30,000

- Assisting in keeping the lobby and other public areas clean and tidy
- Helping housekeeping, restaurant and banqueting staff to set up rooms or move furniture
- Handling certain reception duties, such as booking theatre tickets or making restaurant reservations
- Ensuring that bags and guests belongings are properly tagged and get to the right room
- Assisting the room service staff on busy days
- Parking guest's cars and retrieving them as needed
- Responding to guest requests and making sure they are comfortable throughout their stay
- Running errands, Doing small jobs such as buying medicine for a client or picking up dry cleaning
- Ensuring the safety of guests by, for instance, placing and removing signage that indicates wet floors or paint.

Lunch time supervisor

Salary: £14 to £15 per hour

Additional salary information: Term-time only

Hours: Part time Monday to Friday 11.30am to 1.30pm

Closing date: 13 April 2024

Location: Camden, North West London

Company: BumbleBee Education Ltd

Job type: Permanent

Duties:

School Lunchtime Supervisors look after children during their lunch break. Candidates will supervise children as they eat their lunches in a canteen or dining room. They will make sure children carry and eat their food safely, and ensure good behaviour is maintained.

Requirements:

-Excellent time-management with good punctuality.:

-Prepared to complete a DBS check (if you do not own a current one that is registered to the update service).

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- Able to provide referee details from 2x previous employers within the last 3 years.
- Have necessary work documentation such as a valid passport and proof of address.

Room Attendant

Salary: £13 per hour

Additional salary information: £13p/h, Recognition, Incentives and Awards

Hours: Full time

Closing date: 14 April 2024

Location: NW1 2AJ

Company: Hotelcare

Job type: Permanent

Our Room Attendants ensure that guests find hotel rooms spotless and have an enjoyable stay. As a Room Attendant you will work as part of the team in a fast paced environment working to achieve the highest standards of room cleanliness at all times. HotelCare is home to over 3000 team members from over 70 nations, cleaning over 10,000 rooms daily up 200 Hotels, Apartments and Offices. We invite you to join us today!

In return for your time and commitment, we offer a range of benefits including:

- Up to 28 days of paid holiday
- A permanent job with flexible working hours to suit your lifestyle
- Standard working hours 25+ per week / Available hours may reduce during periods of low occupancy / Contracted hours can be negotiated and guaranteed
- Full on-site training
- Career development via fully funded HIT apprenticeship schemes
- Automatic Enrolment into a workplace pension, after 3 months' service
- Salary Finance with exclusive rates – available once probation is complete
- Free access to HotelCare's Employee Benefit platform which offers discounts for a variety of retail/travel/restaurant/gym services. Discounted hotel stays and fun days out at theme parks/attractions across the UK.
- Employee benefit access to 24/7 medical GP care, 24/7 Employee financial support, and our employee health and wellbeing portal.
- Free lunch on duty (site dependent)
- Recognition, incentives and awards

Whether you have previous experience or are looking for a new opportunity apply now!
HotelCare family awaits you...