



VACANCIES

Issue Date:

Thursday 09th January 2025

Area:

Central London Jobs

For More Information Email:

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



#npop

Visitor Engagement Assistant - Evening Team

Number of Positions	6
Salary	£25,970 per annum pro-rata
Contract Type	Permanent
Working Pattern	Full Time, Part Time
Location	On-site (Parliamentary Estate)
Leave entitlement	Starting at 30 days per annum, pro-rata
Closing Date	19th January 2025 at 23:55

Introduction

The Participation Team works to give the public a voice and to shape Parliament in the interests of the public. We reach out to communities and audiences across the UK, promoting an understanding of the role and relevance of both Houses, inspiring people to get involved and empowering citizens to have a voice.

The Role

We are looking to recruit enthusiastic and dynamic Visitor Engagement Assistants (VEAs) to join the Visitor Experience Team at the Houses of Parliament. You will welcome visitors, deliver engaging tours and talks, and open the Palace of Westminster to members of the public.

Some of the responsibilities for this role include:

- Welcome visitors from around the world to the iconic UK Parliament, provide information, and assist them to their destinations, managing any specific access requirements. This includes facilitating access to the public galleries of the House of Commons and House of Lords.
- Ensure that you are providing a world-class welcome to all visitors to Parliament, proactively working to exceed expectation.
- Offer meaningful and rich visit experiences to all audiences, including UK citizens, overseas visitors and those who are disengaged from mainstream politics.
- To work alongside other Parliamentary teams (e.g. security) to manage visitor access and flow through the building, ensuring a smooth visitor journey from start to finish.
- Support the multimedia tour programme, issuing devices, troubleshooting issues and engaging with visitors whilst they are on the multimedia tour route to answer questions and share your knowledge.

Skills and Experience

To be successful in this role you will demonstrate:

- An ability to deliver engaging presentations to large audiences and adapt style and content to meet audience needs.
- A good understanding of what excellent customer service is, and how to deliver it, with the ability to meet the needs of different audience groups and uphold the principles of equality, diversity, and inclusion.
- A willingness to help others and the ability to work well as part of a team in a pressured environment.

Content and Editorial Officer

Salary	£36,500
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	19th January 2025 at 23:55

We are looking for a Content and Editorial Officer to join our Communications Office. This is a position where you will lead on written and some visual content about day-to-day business, creating high public engagement with the work of the House of Lords.

This includes managing editorial planning and evaluation, the editorial process for website news stories and our email newsletter, our publications portfolio and supporting management of the House of Lords brand.

The postholder will support photography of business in the House of Lords. They may also create, commission or support on creating video and audio content.

They will provide content and brand support across the Lords Administration, and work with others on the creation and delivery of campaigns. They will ensure that all services are timely, of consistently high quality and meet the needs of audiences.

This is an opportunity to work on a hybrid basis where you will be able to work some days from home and some days onsite at Parliament!

You'll be accountable for:

Content and communications

- Leading on editorial planning, and creation of web content on the day-to-day business of the House of Lords, including progress of bills. Working with others to manage the process for written content creation.
- Creating written and visual content that highlights the work and impact of the House of Lords across multiple channels.
- Managing print production and generating original content for the publications portfolio.
- Managing the procurement, implementation and promotion of the publications portfolio and website.

Brand

- Working with the Head of Marketing and Digital Communications on day-to-day management of the House of Lords brand, style guide and visual identity and acting as corporate brand guardian.
- Working closely with Lords Administration colleagues to ensure all communications comply with brand guidelines.
- Supporting the Digital Communications Managers on the House of Lords official portrait photography programme and photography of business.

If this sounds like something you would like to hear more about, please apply below.

What we're looking for:

- Excellent copywriting, editorial and proofreading skills.
- Editorial planning and evaluation experience.
- Excellent project management, work planning and management skills.

It would be even better if you had or if you're willing to learn...

- Experience of brand management.
- Experience of creating or commissioning video or audio content.
- A good understanding of the UK Parliament and its constitutional and political framework.

The job description provides full details about the role and what we are looking for.

Lunchtime Assistant - Nursery and Pre-School

Salary £11.44 per hour + amazing benefits

Location Earls Court SW5

Hours Part Time

Closing Date 31st January 2025

If you love children, this could be the job for you

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

About the nursery

Rated Outstanding by Ofsted, Earls Court Nursery and Pre-School provides Early Years education and care to children from birth to 5 years old.

You can find us in Earls Court, close to Earls Court and West Brompton stations.

We're based in a beautiful Victorian townhouse. Our children enjoy singing, math's, cooking, PE, woodwork and much more. The Children are also champions of the local community and love to get out and about. We teach them to be kind to people and to the planet

Nursery Administrator - Part Time

Salary	£11.44 per hour
Hours	Part Time - 20 hours per week (9am-1pm Monday-Friday)
Location	Lambeth, SW9 - £11.44per hour + amazing benefits
Closing Date	31 st January 2025

If you love children, this could be the job for you

A bit about the role

You'll be an important part of the team and help nursery management with the smooth day-to-day running of the nursery.

You'll use your customer service experience to support our families. You'll be the friendly face greeting parents and children as they come through our doors, and you'll be there to deal with any queries.

You'll enjoy interacting with the children every day, and you'll ensure the nursery teaching team have all the supplies they need to provide wonderful learning experiences.

- 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 Wellbeing app, shopping discounts, annual conference and money for team celebrations

You will need:

- The right to work in the UK
- Administrative experience in a customer-facing role
- To be organised and able to stay calm under pressure
- To be positive, reliable and friendly

About the nursery

Just a 3-minute walk from the tube station, Stockwell Garden nursery has an amazing highly skilled team. They have a great soft playroom for babies. The children enjoy yoga and gardening.

People Operations Lead

Salary £35,000 - £39,000

Location Pimlico

Contract Permanent, Full Time vacancy that will close in 10 days at 23:59 GMT.

Closing Date 17th January 2025

Are you a curious, analytical thinker with a passion for improving HR Operations? Do you like leading people, love spotting trends, connecting the dots, and like a challenge? At the London Early Years Foundation (LEYF), we run 40 nurseries across London with the mission of giving every child the best start in life. As a charitable social enterprise, we put people before profit, and our People team play a key role in supporting our nurseries to achieve this.

As our People Operations Team Lead, you'll manage the day-to-day running of the small but mighty team, ensuring our processes run smoothly and we deliver an efficient and empathetic service to our 900+ colleagues. You'll provide key insights and promote a people-focused, collaborative team environment. This role offers challenge as we continue to shift processes to our new HRIS, reimagining workflows and ways of working. If you like intellectual stimulation and want the chance to shape HR Operations this could be the role for you.

A Bit About the Role

"We are looking for someone with the ability to lead with your head and translate it into a message with compassion at its heart" - Daryle, People's Operations Manager

What You'll Be Doing Day-to-Day:

- Lead the People Operations Team
- Bring organisation and structure to the day-to-day operations ensuring the team delivers high quality, empathetic and prompt responses
- Regularly report on metrics (like turnover and retention)
- Spot trends and drive improvement: you'll be the person who connects the dots and uses data to suggest improvements
- Bridge between the HR Ops, Advisory and the wider People teams
- Present and support internal stakeholders
- Oversee our HR query ticketing system, ensuring staff queries are dealt with quickly and effectively

What We're Looking For:

- A logical, data-driven thinker
- Experienced team leader
- Compassionate & resilient
- Great communicator with the confidence to influence senior people
- Process-oriented and systems savvy
- Good judgement and decision making
- Curiosity and a can-do attitude
- You'll need the permanent right to work in the UK

If you've had experience in HR management and looking for a meaningful role in a dynamic, purpose-led organisation, we'd love to hear from you! Apply online or via quick apply on LinkedIn. Applications are progressed as they come in — so don't wait too long!

Early Years Apprentice (Southwest London)

Salary **£13,320- £17,575**

Location London

A bit about the role

We offer the Level 3 Diploma for the Early Years Workforce (Early Years Educator) every year lasting 12 -18 months. Courses start in January, April, and September, and November so it's never too late to apply.

We provide training for unqualified staff to complete a Level 3 qualification in Early Years, which includes fortnightly tutor-taught training as well as LEYF Enrichment session.

As a Early Years Apprentice, you have at least a Grade C or 4 in GCSE English and maths or Level 2 Functional Skills or Level 1 in Childcare. Most importantly, you have a passion for Early Years education and care, along with the energy and enthusiasm to make a difference to children's lives. Many of our apprentices are aged 16 to 18, but you can be an apprentice at any age.

On successful completion of the course, you will be guaranteed an interview for an Early Years Practitioner post.

- The right to work in the UK

What's in it for you?

- Lots of training, promotions and a good salary for the sector
- 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

Associate | Kensington

Contract Type	Permanent
Employment Type	Full-Time
Working Requirements	On Site
Hours	8:30am to 6:30pm + Saturdays 9.00am to 3.00pm (all on a rota basis)
Salary	Competitive
Division	Residential
Location	Kensington

Role:

This role presents a unique opportunity to work in one of our flagship offices while working with some of London's most prestigious properties and clients.

For the right candidate, this is an exciting opportunity to expand Knight Frank's presence in Kensington. You will be instrumental in driving growth in the local lettings market, supported by the strength and prestige of the Knight Frank brand. Working from our busy and high-profile office, you will handle a wide portfolio of properties and build lasting relationships with high-net-worth clients.

Responsibilities:

- Proactively seek new business opportunities and maintain a high local profile.
- Negotiate and close lettings transactions, ensuring a professional and efficient service.
- Build and maintain relationships with clients, providing outstanding communication and service throughout the lettings process.
- Stay responsive and adaptable to changes in the local market, adjusting strategies accordingly.
- Uphold Knight Frank's high professional standards and ensure compliance with all administrative procedures.
- Demonstrate comprehensive market knowledge and maintain awareness of local competition.
- Accurately research market information and present findings in a polished, professional manner.
- Foster goodwill, trust, and confidentiality with all clients and internal stakeholders.

Key Experience Required:

- 3+ years of experience in a similar role within the London lettings market.
- Strong familiarity with the Kensington and Prime Central London property market.
- Proven success in negotiating high-value deals.
- Exceptional client relationship skills, with experience working with UHNWI and luxury properties.

We are committed to creating an inclusive, diverse and equitable workplace. We welcome applications from all individuals and provide equal opportunities for everyone. We also offer reasonable adjustments to ensure all candidates have a fair chance during the recruitment process.

Employee Relations Advisor

Reference No	30952
Job Title	Employee Relations Advisor
Type	Fixed Term Contract
Salary	Competitive
Division	Business Services
Department	Employee Relations (10001424)
Location	55 Baker Street

Role:

Reporting to the Head of Employee Relations, the Employee Relations Advisor is responsible for providing support, guidance and coaching to managers and employees on a wide range of employee relations issues. This includes supporting managers to handle employee relations cases, monitoring trends and implementing new initiatives and projects.

Responsibilities:

- Provide advice, guidance and coaching to managers on a range of employee relations issues, including interpretation of policies and procedures and HR best practice.
- The provision of effective and efficient case management of employee relations issues, including investigations, disciplinary, grievance, capability, flexible working and absence management.
- Accurate recording and monitoring of case management information across Knight Frank, supporting reporting as and when required.
- Work closely with HR colleagues to ensure a consistent and fair approach to employee relations across the business.
- Keep up to date with changes in employment law, best practice and Knight Frank's own HR policies, including the identification of potential policy development areas.
- Liaise with and escalate to relevant stakeholders when required, highlighting risks and urgent actions to be taken.
- Building and maintaining strong stakeholder relationships, acting as a trusted advisor and support to our business areas.
- Support with the production of high quality case correspondence, including outcomes.

Key Experience Required:

- Proven experience in an employee relations or HR generalist role, including case management and project delivery.
- CIPD qualification or working towards (preferred).
- Excellent knowledge of employment law and best practice.
- Strong communication and interpersonal skills, with the ability to build relationships at all levels of the organisation.

Tenancy Progressor / Lettings Administrator

Contract Type	Permanent
Employment Type	Full-Time
Working Requirements	Dynamic Working
Hours	9:00am to 6:00pm
Salary	Competitive
Division	Residential
Location	55 Baker Street

Role:

The Tenancy Progressor will be responsible for efficiently progressing the paperwork for selected local Offices new Lettings deals, and supporting the Tenancy Progression team with all administration

Responsibilities:

- Drafting up all paperwork for new tenancies, including Tenancy Agreements and Invoices.
- Submitting reference requests for prospective Tenants.
- Registering Deposits under the Tenancy Deposit Scheme.
- Arranging Inventory Check ins for Properties.
- Keeping a record of important documents and maintaining the organisation of files.
- Dealing with sensitive information whilst following Data Protection guidelines.
- Working to tight deadlines to move in prospective Tenants whilst under pressure.
- Mediating with Knight Frank internal and external clients to ensure all necessary paperwork is completed as smoothly and efficiently as possible.
- Liaising with members of the Investment Lettings and Management team on a day to day basis.
- Keeping up to date with current legislation relating to the Lettings industry.

Key Experience Required:

- 6 months to 1 year+ experience in an Administrative role/Recent Graduate.
- A background in Lettings Administration and an interest in property.
- Proficient in: Word; Outlook and diary management; Excel; Qube (Aspasia).

We are committed to creating an inclusive, diverse and equitable workplace. We welcome applications from all individuals and provide equal opportunities for everyone. We also offer reasonable adjustments to ensure all candidates have a fair chance during the recruitment process.

Estates Helpdesk Operative

Permanent: Contract
Hours: Full Time, 40hrs per week
Salary: £30,000 per annum
Location: Covent Garden, London
Closing date: 8am, Thursday 23rd January 2025.

The role:

Estates & Facilities Management at RBO are seeking a highly organised and proactive individual who is passionate about delivering exceptional customer service to work on our Estates & Facilities helpdesk.

We are looking for a process-oriented individual who is articulate, an excellent relationship builder able to adapt to changing priorities in a fast-paced environment. You will be a natural problem solver employing tact and diplomacy to ensure timely and complete solutions whilst managing many stakeholders` expectations.

We have just brought the Estates Engineering Maintenance team in-house, so this is an exciting time to join the department and play a key role in the new structure of the team.

What you`ll bring:

Our ideal candidate will be able to demonstrate:

- Customer Service/Facilities Management related qualification or equivalent relevant practical experience
- Experience and knowledge of working with a CAFM system
- Previous experience of working within a helpdesk environment, property management environment or FM administration role
- Experience of working to tight deadlines & effective time management
- IT literate with good knowledge of Microsoft Office packages
- Excellent organisational and time management skills

We value the diversity new hires can bring to our workforce. A working knowledge of our repertoire is not essential, but the ability to learn quickly is.

Who we are:

The Royal Ballet and Opera continues to lead the way in opera, ballet, music and dance both live on stage and through multiple digital platforms, from live streaming to worldwide cinema screenings. The Royal Ballet and Opera wants to share these life-changing artforms with as many people as we can, working to enrich the cultural life of the nation by growing the public enjoyment and appreciation of exceptional ballet and opera.

Applicants must have work authorisation for the UK. No agencies.

Store Assistant

Salary Details: £13.65 - £13.95 per hour
Contract Type: Permanent
Locations: Little Venice W2 1EJ

Working for us you'll never find yourself bored and twiddling your thumbs on the till as a Store Assistant. In fact, time will fly by.

You'll do everything from checking off deliveries to dealing with enquiries or ensuring that the shelves are fully stocked with well-presented products. And, of course, you'll provide excellent customer service at all times by attending to customer needs in a prompt and friendly way. It's a really fast-paced environment, and everyone understands exactly what needs to happen to make their store a success – and gets on with doing it. There's a real family feel here, and we all pitch in as part of a close-knit team.

Store Assistant

Salary Details: £13.65 - £13.95 per hour
Contract Type: Permanent
Locations: Kilburn High Road NW6 4JD

Working for us you'll never find yourself bored and twiddling your thumbs on the till as a Store Assistant. In fact, time will fly by.

You'll do everything from checking off deliveries to dealing with enquiries or ensuring that the shelves are fully stocked with well-presented products. And, of course, you'll provide excellent customer service at all times by attending to customer needs in a prompt and friendly way. It's a really fast-paced environment, and everyone understands exactly what needs to happen to make their store a success – and gets on with doing it. There's a real family feel here, and we all pitch in as part of a close-knit team.

Playworker

Annual Salary: £15,270 - £16,474 (£13.79 per hour unqualified, £14.88 per hour qualified)

Location: Multiple opportunities at Fortune Green Playcentre (NW6) & Fairfield (NW1)

Hours: 17.5 hours per week during term time (41 weeks per annum) plus 35 hours per week during school holidays (11 weeks)

Help us plan and deliver high-quality, inclusive play services at our Fairfield and Fortune Green Playcentres. If you are passionate about supporting the wellbeing of children and delivering exceptional play experiences, this could be the role for you!

What to expect in this role

Day-to-day, you'll help plan and deliver socially inclusive, fun and educational play services that promote children's participation, well-being and happiness. You will also make sure children can explore a wide range of positive activities and develop friendships. Activities include arts and crafts, sports, field trips, simple cooking, educational activities, and imaginative play. You will also inspect play equipment, implement safeguarding and safety policies, support children with personal needs, administer medication and other duties as required.

As part of this role, you will work from 3:00pm to 6:30pm on weekdays during term time at our After School Club. During the School Holidays, you will have a 7-hour shift between 8am and 6pm.

The person we are looking for

We are looking for enthusiastic, flexible people with experience working with children and young people in an inclusive setting. If you are creative, a team player and an effective communicator, we'd love to hear from you.

Part time Domestic Assistant

Location: Maitland Park, Camden

Category: Facilities

Salary: £13.35 Per Hour

Closing Date: Tue, 4 Feb 2025

Contract Type: Permanent / Part Tim

Shaw healthcare are delighted to announce that we are a Real Living Wage Employer as well as the UK's largest employee owned healthcare company. In our recognition of your contribution to the care that our service users need, we are committed to making sure your salary is significantly more than the Government National Minimum Wage. Our employees are at the centre of everything we do.....

Are you a Friendly, Compassionate and Caring person who is looking for a career where you feel valued and where you are rewarded for the work that you do? If so, this could be the perfect opportunity for you. Do you enjoy seeing people get the most out of every day and achieve what they want in life? This is what a Career in Shaw healthcare is all about. We look to provide as much flexible working as possible to secure your work/life balance.

Shaw healthcare is looking for a Domestic Assistant to join the team in **Maitland Park in Camden**. You will join a team that is fully committed to making a difference to the lives of those who we provide care for. Our aim is to deliver the highest standard of care to our service users and to provide the same standard of care that we would expect our own family members to receive. You will be using the latest care technology that will enable you to spend more time with the service users that you care for. **Maitland Park** has an excellent reputation as highly valued provider of care. The needs of our service users are at the centre of all we do every single day.

This is an excellent opportunity to join our nursing, dementia and residential home working within our busy domestic team.

You will work as part of a great team and be making a difference to our residents by providing an excellent standard of service within the home.

Main Responsibilities:

- Clean and sanitize rooms including furnishings in assigned work areas
- The ability to maintain high standards of cleanliness and tidiness of the service and Laundry causing minimal disruption to our services users and their care
- Be able to communicate and engage effectively with our service users, their families and colleagues, good interpersonal and working relationship skills are essential
- Will need to demonstrate the ability to work without direct supervision
- You will use a variety of cleaning products paying particular attention to COSHH regulated products
- You will have the ability to work on your own initiative and be able to maintain high level of hygiene within the home

We will provide you with full training. This includes our leadership programme which can support your development and opportunities for progression within Shaw. You will also enjoy access to a huge variety of benefits and services to support your physical and psychological well-being and throughout your career

Clean Team Member

Nuffield Health Moorgate FWC | Facilities | Permanent contract | Part time

£26,000 pro rata

20 hours per week

As the UK's leading Healthcare Charity, we're always striving to create the highest standards of customer service. Maintaining cleanliness in our Fitness & Wellbeing Clubs is a big part of this. That's why, if you're helping us to create a clean, safe and pleasant environment for customers, we'll really value what you do.

As part of the Nuffield Clean Team Member at our gym, we'll expect you to organise your work and plan your time with assistance from a Team Leader to ensure that cleaning never gets in the way of a customer's experience. You will use the latest cleaning equipment, products and this will be supported by a first-class training programme. You have a friendly nature and good communication skills, which will come in handy when you're interacting with colleagues and customers.

As a Clean Team Member, you will:

- Clean and prepare a range of areas at our club
- Care about our customers
- Take pride in your work
- Experience in a similar role, you will be well organised and will ensure that cleaning processes are followed and that the location is clean, pleasant and safe for customers.
- Use equipment safely (such as scrubber dryers, rotary machines & carpet cleaners)
- Be responsible for a variety of tasks, from gym, changing room, shower & poolside cleaning, waste removal & periodic deep cleaning

Helping you feel good.

We want you to love coming to work, feeling healthy, happy and valued. That's why we've developed a benefits package with you in mind. Here, you can choose from a range of fitness, lifestyle, health and fitness wellbeing rewards, such as free gym membership, health assessments, retail discounts and pension options. At Nuffield Health, we take care of what's important to you.

Client Services Administrator

Nuffield Health London West End Medical Centre | Admin | Permanent | Full time

Up to £28,000 per annum depending on experience

40 hours per week

As a Client Services Administrator in our Medical Centre, located in one of our prestigious premises in the West End of London, the role holder will be required to provide a professional reception and back-office service for the medical centre: managing client and internal queries in an efficient and timely manner.

Taking all the steps necessary to ensure an exceptional client journey from start to finish, the role holder will be expected to perform additional and ad hoc duties that may reasonably be asked of them.

The role holder will be required to comply with the policies and procedures in place, at all times, and champion the Nuffield Health brand and its values.

Responsibilities:

- Provide an efficient, professional reception service for the department and manage both external and internal client queries, ensuring all enquiries are dealt with in an efficient and timely manner, escalating more complex queries to senior staff as required.
- Input client data and complete the patient registration process in an accurate and timely manner to agreed formats and standards.
- Maintain the office and reception area to a high standard ensuring the relevant information, promotional literature and refreshments are available to clients.
- Undertake filing, scanning and copying of documents as required.
- Provide secretarial and typing support as required.
- Greet all visitors and ensure professional and effective communication with all clients, visitors and other clinical staff.
- Ensure that client's confidentiality is maintained at all times.
- Provide admin support to the onsite clinical team
- Coordinate courier services in and out of the facility
- Update & maintain rotas for clinical and non-clinical staff
- Proactively engage with other Nuffield centres promoting integration and cross-training
- Take on additional administrative and ad hoc duties as the business require

Experience:

- Experience in administrative/office environment.
- Confident communicator with ability to engage effectively with general public and other health care professionals.
- Competent and confident IT user – intermediate/advanced skills in Word and Excel.
- High quality of client service and interaction

Competencies:

- Ability to prioritise and deal with varied workload effectively.
- Ability to multi-task and work under pressure
- Clean and presentable physical appearance
- Reliable and trustworthy
- Confident to take ownership of activities

Night Concierge

Location: Westminster

Working Hours: 4 on, 4 off (8 PM to 8 AM)

Salary: £27,000 per year

We are recruiting on behalf of our client for an exceptional Night Concierge role. This is a fantastic opportunity for a highly professional individual to work on a high-calibre site. We are looking for a candidate with excellent communication skills, a polished and presentable appearance, and a service-oriented mindset.

Experience and skills required:

- Experience in concierge services
- Previous experience in high-end or luxury environments; 5-star hotel background is welcomed!
- Well-presented with excellent communication skills

Responsibilities of the chosen Night Concierge:

- Providing an outstanding level of service to all guests and visitors during the night shift
- Ensuring the premises remain secure, well-maintained, and welcoming at all times
- Acting as a point of contact for any inquiries or issues that arise during the night
- Handling emergency situations with professionalism and a calm approach
- Maintaining accurate logs and reports as required

Benefits:

- Opportunity for overtime, including daytime shifts if desired
- Always two people on duty at any time for additional support
- 4 weeks of annual leave per year
- Christmas Bonus

If you have a professional, polished demeanour and are looking for a new Night Concierge opportunity working on a prestigious and high-end site, we'd love to hear from you.

Project Coordinator: Loans and Exhibitions

Location: Bloomsbury
Salary: £ 34,713 per annum
Contract type: Contract
Hours: Full time
Closing: 24th January 2025

About the role:

Project Coordinators play a critical role in the delivery of the British Museum's ambitious national and international programme. You will lead on the organisation and logistics for major exhibitions at Bloomsbury and for touring exhibitions all over the world. Working closely with expert technical, conservation and exhibition teams you will be confident in negotiating with art transport agents, lenders and touring partners alike, to enable the British Museum's extraordinary collections to be seen by millions of people.

Key areas of responsibility:

- Work closely with exhibition organisers at borrowing venues and with colleagues within the organisation on planning and logistical arrangements for loans out and into the Museum.
- Deliver standard processes, monitor and report on loans and exhibitions efficiently and effectively.
- Ensure compliance with licences, legal requirements and statutory obligations and assist in risk identification and review.
- Advocacy and consistent and effective processes and procedures regarding loans and exhibitions.
- Monitor project budgets, plan financial estimates and resources required.
- Liaise with internal and external stakeholders and maintain loans documentation.

About you:

- Degree in a relevant subject or equivalent experience
- Knowledge of museum and cultural sector
- Ability to synthesise and report on information orally and in writing
- Experience of working in a museum/gallery or related organisation.
- Excellent co-ordination and time management.
- Highly developed organisation skills
- Ability to plan and prioritise effectively
- Articulate, persuasive, flexible communicator, with effective interpersonal skills.
- Ability to work within a variety of different teams

Gallery Team Member - Fixed Term Contract

Location: W1U 3BN
Salary: The salary for this role is £27,352 per annum.
Hours: Full time
Closing: 22/1/2025

General

- Protect the security of the Collection, its building and furnishings against all hazards.
- Maintain order by ensuring that all visitors conform to the expected standards of behaviour and conduct as set out in the Collection's regulations.
- Apply the necessary controls and procedures to protect the Collection's works of art from loss or damage.
- Ensure that visitors or contractors do not touch the exhibits.
- Protect the safety of visitors at all times and follow the procedures relating to fire safety and evacuation.
- Monitor crowd levels and visitor flow, implementing crowd management procedures as and when necessary.
- Enhance visitors' experiences by responding helpfully to queries from members of the public and offering assistance where necessary, including assisting the public and other enquirers in finding specific locations and facilities.
- Report and handle any incidents and concerns as they arise in the galleries.
- Positively and professionally represent the Collection to all visitors, ensuring uniforms are kept in good order and reporting any defects immediately.
- Support the daily operational needs of the Collection assisting as required across a range of visitor services including the cloakroom, Front Desk and Ticket Desk.
- Monitor contractors on site, enforcing Collection regulations and ensuring health and safety best practice is observed, reporting any incidents or concerns to the Gallery Team Manager and/or the Gallery Team Supervisor.
- Carry out light cleaning duties.
- Perform other reasonable duties assigned by the Gallery Team Manager and the Gallery Team Supervisor.
- Respond to all emergencies calmly and effectively within a timely manner.
- Respond to first aid calls (when trained).
- Contribute positively to improving visitor satisfaction.

Events

- Monitor the safe delivery of equipment through the galleries during event set up and pack down.
- Ensure the safety of the Collection is maintained throughout the course of the event.
- Assist and direct guests as required.
- Cover 'hot spots' during set up and pack down.
- Escort and invigilate contractors.
- Invigilate busy areas/assisting colleagues upon request and reporting concerns to the Gallery Team Manager/Supervisor or Event Manager.

Domiciliary care assistant

Hours: Full Time
Salary: £13.50 - 15.00 per hour
Location: Cricklewood, London, UK

Do you want to work for a company that really looks after its employees? Are you motivated by providing the very best care that supports people to stay in the homes and communities they love? Then look no further than working as a domiciliary care assistant at The Good Care Group. The 'Outstanding' care (as rated by the Care Quality Commission) that we provide for our clients and award-winning support that we provide for our employees is second to none; that's why we believe that there's nowhere better to work.

Providing hourly care services in Cricklewood, Central London, and the surrounding areas is something we're really proud of, and we'd love you to join our team of experienced professional carers and care managers so that we can provide domiciliary care across the local area. You will be visiting clients usually within a one-hour radius from your home.

We offer an array of benefits for our professional care assistants, including:

- Flexible shift patterns to fit around your lifestyle
- Full time or part time hours
- Above industry average pay and the London living wage
- Travel expenses and travel time paid for in between clients
- Free Blue Light Card
- Pension scheme
- Full in-house induction training programme
- Regular refresher training
- Support to complete further training qualifications including Level 2 Diploma & 3 Award
- Regular support from a care manager and wider care team
- 24/7 access to confidential employee advice line
- Carer referral scheme of up to £250
- Holiday pay for accrued shifts and travel time
- Free Disclosure Barring Service (DBS) check
- Minimum call time of one hour

Your role will include:

- Personal care
- Companionship
- Medication assistance
- Running errands
- Pet care
- Mobility support
- Household duties

Project Coordinator: Loans and Exhibitions

Location: Bloomsbury
Category: Collections Care
Salary: £ 34,713 per annum
Contract type: Contract
Hours: Full time
Closing: 24th January 2025

About the role:

Project Coordinators play a critical role in the delivery of the British Museum's ambitious national and international programme. You will lead on the organisation and logistics for major exhibitions at Bloomsbury and for touring exhibitions all over the world. Working closely with expert technical, conservation and exhibition teams you will be confident in negotiating with art transport agents, lenders and touring partners alike, to enable the British Museum's extraordinary collections to be seen by millions of people.

Key areas of responsibility:

- Work closely with exhibition organisers at borrowing venues and with colleagues within the organisation on planning and logistical arrangements for loans out and into the Museum.
- Deliver standard processes, monitor and report on loans and exhibitions efficiently and effectively.
- Ensure compliance with licences, legal requirements and statutory obligations and assist in risk identification and review.
- Advocacy and consistent and effective processes and procedures regarding loans and exhibitions.
- Monitor project budgets, plan financial estimates and resources required.
- Liaise with internal and external stakeholders and maintain loans documentation.

About you:

- Degree in a relevant subject or equivalent experience
- Knowledge of museum and cultural sector
- Ability to synthesise and report on information orally and in writing
- Experience of working in a museum/gallery or related organisation.
- Excellent co-ordination and time management.
- Highly developed organisation skills
- Ability to plan and prioritise effectively
- Articulate, persuasive, flexible communicator, with effective interpersonal skills.
- Ability to work within a variety of different teams

About the British Museum:

Founded in 1753, the British Museum's remarkable collection spans over two million years of human history and culture. The Museum is a leading visitor attraction, and its world-famous collection includes the Rosetta Stone, Egyptian mummies, the Sutton-Hoo finds, and the Lewis Chessmen. The Museum also holds an extensive collection of prints and drawings spanning 600 years, including works by the greatest graphic artists such as Dürer, Michelangelo and Rembrandt.

Caretaker - part-time

Hours: Part time

Closing date: 21 January 2025

Location: London, NW3 3DS

Company: Teaching Vacancies

Job type: Permanent

What skills and experience we're looking for

We are looking for a Caretaker to be responsible for the general maintenance, cleanliness and security of the school and to maintain the premises (both internally and externally) in a clean, safe, sound and secure condition.

You will have an eye for noticing what needs to be done and the ability to use your initiative to get things done in a timely manner. As well as carrying out regular statutory checks and tests and maintaining a log of those checks, responsibilities will include grounds maintenance; sweeping, gardening, weeding, clearing leaves and sand, ensuring drains, gutters and downpipes are clear. Liaising with the School Business Manager regarding premises priorities.

A visit to the school is highly recommended, please contact the office on 0207 722 7381 to arrange an appointment. For an application pack, please email: admin@stpauls.camden.sch.uk or visit: www.stpauls.camden.sch.uk/contact/job-vacancies

Closing date: midday, Tuesday, 21st January 2025 Interviews: the week of 20th January 2025.

St Paul's CE Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment. Successful applicants will be required to complete an enhanced DBS disclosure.

In line with KCSIE 2024 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

Catering Assistant

Salary: £11.44 to £11.44 per hour

Hours: Full time

Closing date: 06 February 2025

Location: Paddington, London, W2 5SR

Company: Care UK Plc

Job type: Permanent

Are you a passionate and caring individual looking for a rewarding career with excellent training and opportunities for development? Join Care UK, a multi award winning care provider as a Catering Assistant.

The Role

Maintain the cleanliness of kitchen and related areas.

Preparation of produce for mealtime, for example vegetable preparation and making of sandwiches

Ensure correct storage of all dry and perishable produce.

Safely storing cleaning materials

Ensure all cooking utensils and pots are cleaned to the required standards

Carry out any tasks assigned by the Head / Second Chef or Home Manager

Some of our benefits by joining the Care UK family

Alternate weekend and social friendly working hours

Bank Holiday Pay Enhancements

Career development, training and access to our approved apprenticeship scheme

Hundreds of online and in-store discounts

Annual purchase holiday scheme

Wellbeing support • Wagestream- access your wages at any time.

New to Catering?

We have our own Catering Academy to provide excellent training and induction programs for all new Catering Assistants and we will give you all that's needed to have a successful career as a Catering Assistant with us. Our high quality, innovative training and coaching will support the development of your skills throughout your career with us.

We are looking for people to make a difference to residents' lives every day. When you join Care UK you'll be joining a team who all share the same values: caring, passionate and teamwork. You will have a strong desire to help people and put residents at the heart of everything you do.

We are committed to recruiting diverse, talented people, who share our passion for helping others. We see the potential in everyone, let us help fulfil yours.

Become an Hourly Care Assistant

Salary: £13.50 – £15 per hour.

Working as an hourly care assistant on a zero hours or bank contract, means you'll make a genuine difference to the lives of the people you support. You'll provide outstanding care and companionship at a time when people need it the most and all in the comfort of their own home. This isn't just work; it's life changing work.

As an hourly carer (also referred to as a domiciliary carer), you will be visiting clients in their own homes. They will require additional support with aspects of day-to-day life, for example:

- Household tasks
- Personal care
- Administering medication
- Preparing and cooking meals
- Companionship
- Running errands, such as collecting prescriptions
- Light gardening
- Mobility support
- Taking clients to appointments or social events
- Pet care

Whilst you're supporting our clients, we'll ensure you have the time to care and make a genuine difference to the lives of those you support. Our minimum call time is one hour, meaning that you have more time to focus on your clients' needs and building meaningful relationships, rather than rushing from call to call.

Currently, our clients are based in the Central London area. We will be expanding our hourly care service to other parts of London soon.

At The Good Care Group, we have built a strong reputation for being an award-winning home care provider. We know our superpower is our people and that without them, we would not be able to continue providing the high level of care that we are known for. That's why we have ensured our employment packages are industry leading. Our benefits include:

Guaranteed hour contracts

All of our hourly carers will receive flexible zero-hour or bank contracts that allow you to choose your working hours, giving you control over your work-life balance. We currently have a mixture of full-time and part-time hours available as well as evenings and weekends.

Excellent pay rates above the London living wage

Our rates of pay reward you for your experience, rather than being based on the client you support. Providing you have professional care experience; you can expect to earn from £13.50 – £15 per hour. Our salaries are also reviewed annually.

Paid travel time and travel costs between calls

We don't just pay you whilst you are supporting our clients, we'll also pay you for the time it takes you to travel in between your client calls. Your travel costs will also be covered so that you won't have to pay out of your own pocket.

Opportunities to develop your career

Marketing Manager

Hours: Full time

Closing date: 26 January 2025

Location: Bloomsbury, WC1B 5BE,

Company: LGH Hotel Management Ltd

Job type: Permanent

we will support you to:

- **Be yourself** - bringing the real you to work, with your unique personality we want you to be who you are!
- **Lead yourself** – we trust you to make decisions and exert your creativity in order to provide our guests with heartfelt human connections, we trust you to do right!
- **Make it count** – you matter, and we will provide you with all the tools you need in order to create ridiculously personalised experiences for our guests every day!
- Are you a strategic thinker and a creative leader with a passion for luxury hospitality?

The ideal candidate will bring significant marketing expertise, preferably within the hospitality or luxury sectors, coupled with a deep understanding of digital tools, multi-channel strategies, and data-driven decision-making. You will be responsible for crafting innovative campaigns, building strong partnerships, and ensuring that Kimpton Fitzroy London continues to stand out in a competitive market.

If you are a dynamic, results-oriented professional eager to make an impact at one of London's premier 5-star hotels, we want to hear from you! Join our vibrant team and take the lead in shaping the future of our brand.

What we need from you:

- A Bachelor's or Master's International degree in Marketing, Business or Commerce or a relevant field of work, or an equivalent combination of education and proven work-related experience.
- 3+ years progressive work experience in a Hotel Marketing role with proven marketing executional experience and the ability to lead the segment.
- The ability to demonstrate well rounded knowledge of all aspects of marketing, including digital, social media, content development and PR.

Due the nature of the role you will need to demonstrate the below technical competencies:

- Expertise with Microsoft Outlook, Word, Excel, and PowerPoint
- The ability to not only monitor but to create content and publish to our social media channels. Experience with social media management software tools.
- Competent in using Email/CRM systems.
- Experience in using Content Management Systems (CMS) ideally WordPress.
- Technical competence in using Adobe Creative Suite: In-Design & Photoshop
- Digital marketing platforms i.e., Google Analytics

We are committed to offer and provide our Marketing Manager with a competitive salary and a large range of benefits:

Wellbeing & Connections Service Manager

London, Greater London (Hybrid)

£30,000 - £33,000 per year pro rata

Full-time or part-time (28 to 35 hours per week)

Permanent

Closing date: 23 January 2025 at 17:00

Main purpose of the job:

To manage the day to day running of Age UK Westminster's W&C service ensuring that contract and grant specifications are met.

To work with senior team to further develop services.

To ensure that the W&C systems and processes are effective and efficient.

To lead on establishing network and referral partner connections to promote AUKW within health and wellbeing including VCSE, NHS and local authority services.

Key Tasks

Service and staff management

1. This role will involve client-facing delivery as well as service coordination and management

Responsibilities will include:

Ensure that the W&C service including post-discharge support, Befriending, home-based Digital Inclusion and Exercise at Home are available, adequately staffed, and functioning efficiently and effectively.

Cascade KPIs and objectives to staff and through them to volunteers, ensuring that all staff and volunteers are provided with up-to-date information resources relevant to their role, including any changes in national and local policy.

Work with the Head of Services and Head of Fundraising, Marketing & Development to identify further opportunities for service development, secure funding and implement new projects.

Line manage, develop and motivate staff and through them, as appropriate volunteers, to fulfil their role requirements.

Ensure feedback from service users is collected in accordance with approved systems operated by the organisation.

Co-ordinate the outcomes and pass to the Senior Management Team for use in influencing the future development of the services.

Recruit all new staff within area of responsibility. Assess the training needs of staff and ensure these training needs are met.

Undertake staff supervision and support sessions in line with organisational guidance.

Oversee the appointment, deployment, training and development of volunteers who work within the W&C Service, ensuring a once-a-year review meeting is carried out. Ensure that staff adequately support volunteers on a day-to-day basis.

Organise monthly W&C team meetings. Attendance and contribution to Senior Management Team monthly meetings reporting on progress towards KPIs and objectives, raising any concerns around delivery.

Establish and maintain effective lines of communication with both W&C staff and volunteers.

Help to solve any performance or grievance issues in line with policies and procedures.

Communicate staff and volunteer problems, suggestions and recommendations to the Head of Services and CEO

Compliance Officer

Salary: £38,700 per annum with up to 10% pension contribution.

The main purpose of this role is to support the Compliance Manager to monitor and manage the delivery of our asset compliance services, to ensure that all statutory compliance obligations and requirements across the Group are met and consistent with up to date legislation, health & safety and best practice in relation to; gas safety and servicing requirements, electrical testing, FRA, Water, Lifts, Asbestos and other related services including solar and renewable energy assets. Whilst contributing to customer safety, satisfaction and value for money.

The successful candidate will work effectively with key internal colleagues and external partners and stakeholders to ensure they contribute to enabling the Group to fulfil all of its statutory and regulatory obligations.

Our Compliance team currently contains 3 staff members, and this role will be a valuable addition to our growing and changing team. The role will be a permanent position.

Key Responsibilities

- Assist contractors, colleagues and tenants with queries and complaints relating to your contracts and to resolve them quickly and effectively
- Proactively maintain accurate records, including regular property and asset reconciliation with contractors, to ensure compliance is met
- Actively monitor and challenge the service provided by contractors and collect agreed performance information, presenting this in formats appropriate for the audience
- Arrange regular contract review meetings to enable contractor performance to be scrutinised. This will include financial and operational performance
- Ensure purchase/works orders are raised promptly and accurately to enable works to be carried out and budgets to be monitored

Requirements

For this position, we have listed the requirements we believe are essential for this role:

Experience

- Ability to gather information, diagnose problems, draw logical conclusions and suggest practical solutions
- Ability to raise purchase/works orders promptly and accurately to enable works to be carried out and budgets to be monitored
- A strong understanding of financial controls
- Experience of supporting management or delivery of asset compliance contracts
- Ability to chair contractor meetings whilst taking minutes

Knowledge

- Awareness of statutory and regulatory requirements relating to the compliance areas listed above
- A good understanding of contract management and valuations
- Have a good understanding of MS Office, particularly Microsoft Excel

Skills

- Interpersonal skills to liaise with residents and provide responses to complaints
- Good verbal and written communication skills
- Be highly organised, methodical and analytical with exceptional attention to detail
- Experience of building and maintaining relationships with contractors, tenants and staff across different functions

Cluster Finance Assistant

Hours: Full time 39 hours per week

Closing date: 01 February 2025

Location: London, Greater London, WC2H 7HG

Company: GLH Hotels

Contract type: Permanent

- The Thistle Trafalgar Square Hotel is located on a quiet side street right in the heart of London's West End. All 108 bedrooms at this four-star hotel have been recently refurbished and offer a great standard of comfort and style. In addition, the Royal Trafalgar has a ground floor restaurant which also benefits from a terrace so you can experience al fresco dining in the centre of London.
- **The Role**
As a Cluster Finance Assistant you will be working alongside the Cluster Financial Controllers and key stakeholders of hotels to be responsible for:
 - * Inputting and processing invoices into the accounting systems
 - * Requesting supplier statements and performing creditors reconciliation.
 - * Post and allocate incoming payments into the sales ledger.
 - * Ensuring that cashiering at the hotel level is correctly controlled and banking is accurately recorded and balanced daily.
 - * Completing the daily revenue reconciliation to ensure balancing to Trial Balance.
 - * Income Audit.
- **What we look for**
 - * Positive approach to teamwork
 - * An eye for detail
 - * Previous experience as a Finance Assistant in either a single site or a Cluster
 - * Strong organisational and analytical skills
 - * Passionate about delivering the highest levels of service with a desire to learn, work hard and progress
 - * Strong understanding of Finance Operations
- **What's in it for you?**
 - * Great development opportunities
 - * Discounted rates on hotel rooms, food and drink across the Clermont Hotel Group
 - * Interest free season ticket loans (conditions apply)
 - * Access to a 24/7 Employee Assistance Program
 - * Pension and Healthcare Schemes

Finance Assistant

Salary information: Competitive Salary

Hours: Full time

Closing date: 09 February 2025

Location: W1W 5PF

Company: AUREM Care

Job type: Contract

About Us:

We are a residential and Nursing care provider with a portfolio of homes across England and Scotland, our Head Office is based in Reading.

As a business we are continuously trying to improve processes for our employees, and clients and this role will contribute to this.

Job Overview:

This is a varied role in which you will be mainly responsible for the billings process but will have exposure to the wider finance team. You will communicate with a wide of different stakeholders, both internally and externally. This is a great opportunity to develop your experience as well as technical knowledge with study support available

Responsibilities:

- Assist in day-to-day financial transactions, including processing invoices, receipts, and payments.
- Ensure accurate and timely recording of financial data in the company's accounting system.
- Reconcile bank statements and assist with month-end and year-end financial closings.
- Assist in the preparation of financial reports and budgets.
- Process employee expense claims and ensure they are in line with company policy.
- Manage cash-flow and maintain accurate records.
- Support the Head of Finance with general financial tasks.
- Assist with financial ledgers and Treasury.
- Oversee the company's credit control process, ensuring timely collection of outstanding payments.
- Communicate with clients to resolve outstanding debts.
- Monitor and manage the aged debtor report, ensuring overdue accounts are identified and actioned.
- Produce regular reports for management on overdue debts, payment status, and outstanding balances.
- Raising sales invoices in a timely and accurate manner.
- Reviewing and validating contractor invoices.

- Assisting in the annual external audit.
- Assisting the wider finance team during busy periods
- Other adhoc duties as required.

What we are looking for:

- Strong understanding of basic accounting principles and financial regulations.
- Experience in Billing with good Knowledge of financial ledgers and Treasury function
- Strong numerical and analytical skills with high attention to detail
- Excellent organizational skills with the ability to manage multiple tasks and deadlines.
- Proficient in MS Office, particularly Excel
- Strong communication skills, both written and verbal
- A proactive approach to problem solving and continuous improvement
- Ability to interact with individuals at all levels and demonstrate the highest degree of integrity in handling sensitive and confidential information
- Ability to show initiative
- Enjoys working effectively as part of a team