



VACANCIES

Issue Date:

Friday 7th March 2025

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

Customer Service Assistant (Night Shift)

Salary £14.00 - £14.35 per hour
Hours 30-hour contract
Times 10:00pm – 07:00am shifts
Location W1T 7NE

As a Lidl Customer Assistant, you'll work together as a team to make sure we maintain our high standards day after day, night after night. From taking responsibility for the cleanliness of the store, to making sure it's well-stocked for our customers. This isn't just stacking shelves. This is feeding families. You'll also reap the rewards of your hard work putting a shift in so that the store is ready before the doors even open.

In return, we'll give you a competitive salary based on equal opportunity and pay structures, plus an extra £2.00 per hour for work during bank holidays and £3.50 per hour for night shifts, as well as a generous benefits package designed to support your well-being and life outside Lidl.

We're proud to be a diverse, secure and fast-growing business, so we'll make sure you have quality training and real opportunities to build your career.

What you'll do

- Precisely unpack deliveries through the night during the week and weekends
- Make sure all access areas are clear for our drivers
- Keep the store spick and span – both on the shop floor and behind the scenes
- Help organise specific areas for promotions and special offers
- Independently carry out regular freshness checks and make sure our stock is fully rotated

What you'll need

- Knowledge or experience of working in a fast-paced environment
- Good attention to detail when working quickly
- The ability to react positively to changing priorities
- Self-motivation to work hard and do everything to the best of your ability
- The drive to work hard and contribute to the success of your store
- Ideally, previous experience working night shifts

What you'll receive

- 30-35 days' holiday (pro rata)
- 10% in-store discount
- Enhanced family leave
- Contributory pension scheme
- Long service awards
- Plus more of the perks you deserve

Please note your employment is conditional upon the Company's receipt of satisfactory references and if requested by the Company, a satisfactory Disclosure and Barring Service check.

Front of House Team Member

Paddington FWC | Front of House | Permanent contract | Part time

£26,000 pro rata

32 hours per week

Making a great first impression is really important. That's why we need the right person to join us and help greet our members and visitors to the club. What matters is that you have both the confidence and empathy to provide excellent customer care to all sorts of people. It starts with you.

As a Front of House Team Member at our gym, you'll bring great communication skills, both face-to-face and over the phone. You're flexible, motivated and you show plenty of initiative. You also have basic computer skills, including Word and Excel.

As a Member of the Front of House Team, you will:

- Provide exceptional and efficient customer service to everyone who visits our club
- Support the smooth running of our reception, including demonstrating attention to detail and initiative
- Help us create a friendly, relaxing and professional environment
- Give a warm welcome, answering queries in a caring and helpful way, making sure everyone feels valued
- Be able to swim to a high standard and be willing to undergo training at site, due to covering Lifeguard breaks

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.

Receptionist Administrator

Salary: £33,291- £34,779 AYR / £28,510 - £29,784 TTO (Actual Salary)
+ Benefits, defined Government Pension Scheme

Contract: Full Time, Permanent

Hours: Term Time Only, 39 weeks, 36 hours per week.

Times: 8am to 4.30pm - Monday to Thursday, 8am to 2pm - Friday

Location: Hammersmith and Fulham

Closing Date: Sunday 23rd March 2025

Start date: April 2025

We are seeking a friendly, well-presented and organised individual to join our supportive and welcoming team. This role is crucial to presenting a positive, professional and outstanding impression of Lady Margaret School, to students, staff, parents and the wider community.

The successful candidate must be punctual as you are responsible for opening reception every morning. You must be able to navigate a fast paced, vibrant reception environment with confidence and efficiency. Customer service is something you really enjoy and you're good at dealing with all various stakeholders, face-to-face, on the phone or by email. You're a multi-tasker who can work well under pressure and uses initiative.

Responsibilities will range from managing reception and being the first point of contact for the school, to providing dedicated administration support to the students and staff across all year groups.

The role commands a high level of IT skills with a working knowledge and experience of Excel, Word and Outlook. A good standard of written and spoken English is absolutely essential.

Centre Coordinator (full time & part time)

Salary: £26,000 per annum Part time pro rata

Hours: Full-time, 35 hours per week. Contracted until end September 2025 with possibility of extension. (Part-time, 14 hours per week. until end of July 2025)

Location: Based at The Avenues Centre, 3-7 Third Avenue, London W10 4RS. However, there is a requirement to travel to another centre on Fridays when the Avenues closes for Open Age members

Closing date: for applications is 9.00am Monday 10th March 2025

Open Age is seeking a Centre Coordinator, who can demonstrate a passion for creating a welcoming and accessible atmosphere for older people in our dedicated centres.

In this role you will ensure the smooth running of the centre, alongside the Senior Coordinator and volunteers who support the reception function. You will possess strong abilities in organising and prioritising your own workload and demonstrate a flexible, proactive approach to your work. Strong customer service skills are required alongside a friendly and welcoming manner, as the role is the welcoming face of Open Age to anyone coming to the centre.

The role is a fixed term post until the end of September 2025. There may be options to extend beyond the initial contract if our ongoing funding supports this.

What you get in return

You will be working in a passionate and enthusiastic team with a strong vision and ambition in striving to enrich the lives of older people.

We offer 25 days leave (pro rata) plus bank holidays and 1 extra day off for your Birthday and occasionally additional paid leave over Christmas period is given.

Employer and employee contribution to pension in line with auto-enrolment pension requirement, 3% employer contribution Access to the Cycle to Work Scheme through salary sacrifice.

We are London Healthy Workplace Award accredited and proactively invest in the health and wellbeing of employees supporting fair employment practices and a better workplace. Regular staff social events.

Training opportunities. An inclusive work environment welcoming people from all backgrounds, sexuality, ability, race, ethnicity, gender and age

Clean Team Member

Moorgate FWC | Cleaning | 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.

Front of House Team Member

Covent Garden FWC | Reception | Permanent | Full time
£26,000 per annum
40 hours per week

Making a great first impression is really important. That's why we need the right person to join us and help greet our members and visitors to the club. What matters is that you have both the confidence and empathy to provide excellent customer care to all sorts of people. It starts with you.

As a Front of House Team Member at our gym, you'll bring great communication skills, both face-to-face and over the phone. You're flexible, motivated and you show plenty of initiative. You also have basic computer skills, including Word and Excel.

As a Member of the Front of House Team, you will:

- Provide exceptional and efficient customer service to everyone who visits our club
- Support the smooth running of our reception and café areas
- Help us create a friendly, relaxing and professional environment
- Give a warm welcome, answering queries in a caring and helpful way, making sure everyone feels valued
- Support the café team, with preparing and serving fresh, healthy and nutritional food and drinks
- Be able to swim to a high standard and be willing to undergo training at site, due to covering Lifeguard breaks

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.

Nursery Administrator - Part Time

Salary: £11.44 per hour + amazing benefits

Location: London W2

Hours: Part-Time 8-3pm (M-F)

Closing: 31/03/2025

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.

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

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

Micky Star Nursery is a large nursery with 3 floors and X2 beautiful gardens. Beverley the nursery manager has been a long-standing staff member at LEYF for 28 years. The children love going on community walks to Hyde Park and visiting the Church Street library.

Financial Accountant

Contract Type	Permanent
Employment Type	Full-Time
Working Requirements	Dynamic Working
Hours	9:30am to 5:30pm
Salary	Competitive
Location	55 Baker Street

We are looking a highly skilled and detail-oriented Financial Accountant to lead the production of the Group consolidated financial statements and also for the Group's UK entities. This role will involve coordinating the Group financial consolidation process, liaising with external auditors, and staying informed about evolving financial reporting standards to ensure compliance and maintain the integrity of the financial reporting process across the organisation.

Responsibilities:

- Prepare annual financial statements in accordance with accounting standards and company policies.
- Preparation and co-ordination of the annual Consolidation.
- Co-ordination and collection of group tax reporting (CBC/Pillar 2).
- Prepare and submit financial statements to the FCA for the regulated entities.
- Ensure timely and accurate reporting of financial results to stakeholders.
- Ensure compliance with applicable tax regulations and accounting standards reporting under FRS 102 UK GAAP.
- Support internal and external audits by providing necessary documentation and explanations.
- Identify opportunities to enhance financial processes and systems for efficiency and accuracy.
- Implement best practices in accounting and reporting.
- Working with the Management Accounts team to ensure data is suitable for the preparation of the financial statements.
- Provide the Tax Team with the necessary information to prepare the tax computations and financial reporting figures and disclosures.
- Communication with Group entities regarding accounting guidance and annual instructions.
- Working with the Compliance Officers in the regulated entities, providing financial information for submission to the FCA.
- Organising iXBRL tagging of all relevant financial statements and send to the Tax Team by their deadlines.
- Implementation of revised FRS102 (particularly revenue recognition and finance leases) across the Group.
- Other projects as required.

Key Experience Required:

- ACA qualified.
- c3 years of experience in financial accounting.
- Strong knowledge of accounting principles and standards (GAAP/IFRS).
- Proficiency in accounting software (SAP) and MS Excel / Word.

Assistant Store Manager

Locations: Holloway Road
Salary Details: £21,822 p/a + benefits
Hours Per Week: 35
Closing Date: 18 Mar 2025
Vacancy type: Permanent (internal only)

The opportunity

Are you looking for an opportunity to progress in store management?

We're looking for an Assistant Store Manager to join our fashion store team in Holloway Road so we could be the perfect match!

What does this role involve:

As an Assistant Store Manager, you support the Store Manager with the day to day running of the store and take full responsibility in their absence.

Inspiring and supporting staff and volunteers to deliver an excellent customer journey that reflect our values, our Assistant Store Managers contribute towards the success of their stores by:

- Ensuring highest standard of customer service
- Achieving targets
- Maintaining a high standard of visual merchandising
- Maximising sales through physical and digital channels
- Supporting with the recruitment and development of volunteers
- Achieving expectations within campaign activities
- Working with the manager to generate stock

Our stores are fast-paced and trade 7 days a week which means we require flexibility from our store teams to work weekends and bank holidays on a rota basis.

Due to the volume of donations, it can be physically demanding at times, yet most rewarding as you play a part in helping to fund life-saving research.

What are we looking for:

Experience in a customer facing role

Supervisory experience

Commercially driven to encourage new ideas

Inclusive approach to developing teams

Passion for delivering exceptional customer service and achieving the highest retail standards

Results driven but with a recognition of right result, right way.

Customer Service Assistant

Salary £14.00 - £14.35 per hour

Hours 25 - 35-hour contract

Times 06:00am – 15:00pm, 15:00pm – 00:00am shifts

Location W1T 7NE London

As a Customer Assistant, no two shifts are the same. From restocking shelves to jumping on tills, you'll keep moving, keep business booming and never be bored. You'll take pride in going the extra mile to keep the store clean, tidy and organised, working closely with your colleagues and making sure that every customer receives the service they deserve.

In return, we'll give you a competitive hourly pay rate based on equal opportunity and pay structures, with an additional £2.00 per hour for bank holidays and £3.50 per hour for nights, as well as a generous benefits package designed to support your well-being and life outside of Lidl.

We're proud to be supportive teams with big ambitions too, so there'll be plenty of ways for you to progress. With the right training, we'll help you thrive in your role and champion you to succeed in your career here - you could even become a Freshness, Non-Food or Bakery Specialist.

What you'll do

- Be an expert, helping our customers with their questions, queries and requests
- Efficiently work deliveries as they arrive in store
- Passionately provide excellent customer service
- Proactively keep the bakery topped up by baking fresh goods
- Expertly merchandise and maintain our middle aisles of Non-Food products

What you'll need

- Experience working in a fast-paced environment
- Excellent customer service skills
- Flexibility to start a shift early or finish late
- A positive approach to changing priorities
- Drive and passion to work hard and make your store a success
- A smile on your face and a friendly manner to inspire your team and help our customers

What you'll receive

- 30-35 days holiday (pro rata)
- 10% in-store discount
- Pension scheme
- Enhanced family leave
- Long service award
- Plus, more of the perks you deserve

You're like us. We value diversity, equity, and inclusion, welcoming applicants from all backgrounds. Join us to celebrate individuality and grow in a fair, respectful, and inclusive environment.

Store Assistant

Salary Details: £14.05 - £14.35 per hour

Contract Type: Permanent

Locations: Kentish Town NW1 9QB

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: £14.05 - £14.35 per hour

Contract Type: Permanent

Locations: Little Venice

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: £14.05 - £14.35 per hour

Contract Type: Permanent

Locations: Kilburn High Road (London)

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.

Housing Officer L2 (Brent/Camden)

Location Acton Town, United Kingdom
Category Housing Management & Customer Services
Job Type Temporary
Salary Estimate 40,000 - 50,000

We're looking for a **Housing Officer General Needs Level 2** to join our client's team. This role is responsible for covering a patch of properties Brent/Camden covering annual visits, sign-ups viewings, dealing with tenancy matters managing arrears dealing with safeguarding, ASB, repairs responding to MP's enquiry.

Key Details:

- **2-3-month temporary contract (potential to extend)**
- **Hybrid working:** 2/3 days on patch, 2/3 days in the office
- **35 hours per week**
- **Rates:** £20.43 ph PAYE / £26.85 ph Umbrella

Your Role:

- **Actively engage with residents**, addressing any issues related to their property or living experience.
- **Conduct estate inspections** to ensure high standards of property maintenance.
- **Respond to tenant enquiries and complaints**, ensuring issues are resolved in a timely manner.
- **Work collaboratively** with managing agents, contractors, and internal teams to address property-related concerns.
- **Manage service charges**, ensuring budgets are set and effectively communicated to residents.
- **Ensure compliance with housing regulations**, including health and safety, repairs, and tenancy management.
- **Support residents with tenancy issues**, rent payments, and community engagement initiatives.

What We're Looking For:

- **Previous experience in housing management, tenancy support, or a similar role.**
- Strong **customer service skills**, with a focus on resident satisfaction.
- Ability to **handle challenging situations professionally and effectively.**
- Knowledge of **housing legislation, repairs processes, and service charge management.**
- **Strong IT and administrative skills**, including Microsoft Office.

Why Apply?

- Work with a **leading housing provider** in a rewarding role supporting residents.
- Gain valuable experience in **housing operations, tenancy management, and community engagement.**
- Opportunity for **contract extension** based on performance.

*** Interested? * Submit your CV today and take the next step in your housing career. Apply now!**

Supporters' House Hosts

Location:	London
Category:	Front of house/visitor services
Salary:	£31,480 per annum
Contract type:	Contract Permanent
Hours:	Full & Part Time
Closing date:	16th March 2025

As the first point of contact for guests visiting the House, you will be a visible and approachable presence, building strong relationships with House Members, Patrons, Donors and Corporate Partners alike. With a focus on delivering exceptional service you'll foster a collaborative, dynamic team culture in partnership with loyalty and development colleagues, the catering team and security provider. You will be responsible for being knowledgeable on all aspects of the Gallery and understand and anticipate the varying motivations of different supporter groups to deliver a seamless, quality guest experience, driving engagement, revenue, and repeat visits.

We have full time and part time vacancies available. The full-time options involve working 37.5 hours per week, working 5 days out of 7, including alternate weekends. Our part time roles are 25 hours per week working 5 hours per day between Monday and Friday or 15 hours per week, working 5 hours per day on Friday evening, and Saturday and Sunday.

If you pride yourself on fantastic communication, people skills, and organisation, this is an exciting opportunity for you.

Bookings and Systems Officer

Location: London
Salary: £23,200 (FTE £29,000)
Contract type: Permanent
Hours: Part time Role type: Part-time, i.e. 28 hours pw

Be an active member of the Visitor Experience Management Team, attending daily briefings and occasionally being the manager in charge during opening hours. This will include occasional locking and unlocking of the museum.

Ticketing system and visitor information

Be the owner and Super-User of the online and in-building ticketing platform (Digitickets), troubleshooting technical problems as they arise and liaising with the vendor.

Help visitors to book, amend or cancel event, tour and exhibition(etc.) tickets or support colleagues to resolve these queries

Add events and activities to the system at the request of colleagues from across the museum and enable those colleagues to track sales and receive post event data including mailing list sign-ups.

Respond to requests from visitors and group leaders with additional access requirements and help them plan their visit

Coordinate VE colleagues in responding to email and telephone queries including signposting to relevant areas such as curatorial, venue hire etc.

Receive school workshop requests and self-led visit requests, process them (including invoicing/payment), and provide additional information about our offer to ensure groups have the best possible day out.

Maintain the system including data cleaning and duplicate checking

Schedule communications from the system to ensure that visitors and group leaders feel well informed and can offer feedback after attendance.

Regularly review the provision, making recommendations to system usage changes or replacement systems as required

Venue management system

Be the owner and Super-User of the venue management system (ArtifaxEvent), troubleshooting technical problems as they arise and liaising with the vendor.

Monitor use of the system ensuring colleagues across the museum have the skills and understanding to use it correctly.

Resolve double-bookings and clashes, using initiative to offer alternative solutions

Follow-up with staff who have placed a room on hold to ensure no space goes unused

Work with the Finance team to ensure that invoices generated by the system are correctly raised and processed.

Own relationships with key community users of the museum spaces ensuring that their needs are met within the terms of our agreements with them.

CRM

Be the owner and Super-User of the CRM (Access thankQ), troubleshooting technical problems as they arise and liaising with the vendor.

Train colleagues in its use and encourage widespread uptake of the system.

Maintain the system including data cleaning and duplicate checking.

Visitor counting

Be the owner and Super-User of the visitor counting system (Intelligent Counting), troubleshooting technical problems as they arise and liaising with the vendor.

Reports

Provide a selection of reports as required including:

Weekly visitor/donation/retail/tours reports

Monthly sales reports and Museum KPI reports

The above list is not exclusive or exhaustive and the job holder may be required to undertake such other duties as may reasonably be required.

Key performance indicators (KPIs)

Ensuring the Museum's ticketing and venue management systems are always up to date

Maintaining a consistent online ticket offer, troubleshooting issues in a timely manner

Increasing use of the museum CRM

Delivering accurate reports in a timely manner

Attending operational meetings and sharing ideas to help improve how we work

Developing strong relationships with school and group leaders

Skills/Knowledge/Experience/Personal Attributes:

Type of technical, specialised skills or personal attributes that are required to deliver 'main responsibilities' above.

Essential:

Methodical administrative experience, including managing a busy calendar

Providing excellent customer service, in person, on the phone and by email

Use of a ticketing system to manage event ticketing

Being the key user or owner of a corporate IT system

Good working knowledge of data privacy and GDPR compliance

Able to work independently and use own initiative to solve difficult problems

Attention to detail and a keen eye for data quality

Strong team player with the ability to support, motivate and negotiate between colleagues

Desirable:

Issuing payment instructions and processing invoices

Working with data to create insightful reports

Use of DigiTickets, ArtifaxEvent and Access thankQ CRM systems

Use of Venue Management Systems

Commercially aware with an enterprising approach

Weekend Day Concierge

Hours: **08:00 – 20:00 (Saturdays and Sundays)**

Salary: **£13.15 per hour or £16,411 per annum**

Location: **London (W1W)** (nearest station is Oxford Circus or Regent's Park)

We are currently recruiting for a Weekend Day Concierge to work in our beautiful residential developments based in Oxford Circus (W1W). You will have the responsibility of being the first point of contact for all residents, visitors, and contractors; being professional in manner and appearance at all times; and available to assist residents, visitors and contractors with any enquiries they may have.

You'll be a people person, go that little bit further to get to know the residents building strong relationships with them on an individual level whilst always being completely professional, courteous and respectful.

You'll be the first and primary point of contact for residents when it comes to any support they need at the place they call home.

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

- Previous residential or other property experience, 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.
- Be 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.
- Perform weekly fire alarm, lift alarm and other regulatory tests and inspections, and report any issues to the Property Manager as well as log/file records for inspection purposes.
- Ensure correct reporting of any security/Health & Safety issues, incidents and complaints. Taking appropriate action in the event of an emergency.
- Issue keys only to correct personnel/residents whilst recording at all times the signing in and out of keys.
- Be responsible 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.
- Maintain accurate and timely records for all residents via the platform 'Buildinglink'

Day Concierge

Hours: 4 on 4 off; 07:00-19:00

Salary: £12.21 to £13.85 per hour

Location: Wembley (HA9)

We are currently recruiting for a Day Concierge to work in our residential developments based in Wembley (HA9). You will have the responsibility of being the first point of contact for all residents, visitors, and contractors; being professional in manner and appearance at all times; and available to assist residents, visitors and contractors with any enquiries they may have.

You'll be a people person, go that little bit further to get to know the residents building strong relationships with them on an individual level whilst always being completely professional, courteous and respectful.

You'll be the first and primary point of contact for residents when it comes to any support they need at the place they call home.

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.
- Be 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.
- Perform weekly fire alarm, lift alarm and other regulatory tests and inspections, and report any issues to the Property Manager as well as log/file records for inspection purposes;
- Ensure correct reporting of any security/Health & Safety issues, incidents and complaints. Taking appropriate action in the event of an emergency.
- Issue keys only to correct personnel/residents whilst recording at all times the signing in and out of keys.
- Be responsible 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.
- Maintain accurate and timely records for all residents via the platform 'Buildinglink'.

Cleaner

Salary: £25,500 per annum

Working hours: 8:00am – 16:00pm

Contracted days: Monday – Friday

Location: Battersea

Are you an experienced, motivated cleaner looking for an exciting new opportunity?

Overview:

You will be responsible for the upkeep of the communal parts of the development to ensure the development is a high standard place to live for all residents.

As a Cleaner, you will be responsible for ensuring a high standard of cleanliness and hygiene throughout the property. Duties include but are not limited to:

- Cleaning and polishing brass fixtures
- Hoovering and mopping floors
- Cleaning glass and wooden doors
- Dusting and wiping down surfaces
- Emptying bins and disposing of waste properly
- Maintaining cleanliness in common areas such as lobbies and hallways
- Reporting any maintenance or cleanliness issues to the appropriate personnel

We are looking for a hardworking and detail-oriented individual who takes pride in maintaining a clean and welcoming environment. If you are reliable and committed to high standards of cleanliness, we would love to hear from you!

If this is something of interest, please apply with your CV and Abbie will reach out.

Delivery Postie with Driving

Location: London Delivery Office, N1 7ED

Job type: Permanent contract

Hours: 30:00 hours per week, working 5 days across Monday - Sunday, working between 08:00 and 22:00

There has never been a more exciting time to join us! We are reinventing Royal Mail for the future and now is a perfect time to join us on that journey.

Each year, we make billions of deliveries possible. Whatever the weather, come rain or shine, we show up. Because for us, it's personal. For every person, from every walk of life, we deliver. From exam results and tax returns, to wedding invites or online purchases. You could be part of it. Part of the fabric of the nation, bringing trust to the doorstep. A Postie. Delivering for your local community, because you care about the people. The excited faces that open front doors and the small businesses run from bedrooms. It's a physical job – but it keeps you fit. Interested? Join us and make a difference to the place you call home.

A bit about you

- Upbeat, independent and self-motivated
- Organised, punctual and ready to deliver great customer service
- Think of yourself as a people-person and a friendly face in the community
- Happy walking for long periods and working outside in any weather
- Has a strong sense of community and takes pride in what you do
- Has a full UK manual driving licence with no more than 6 penalty points

What we do for you

To deliver on our ambition we want the best and that's why we're delighted to offer market leading pay and benefits for our sector. For bringing your best and serving our customers with pride, you can expect to receive:

- Pay that's 10% above the market average in our sector, paid monthly with an hourly rate of £14.87p/hr
- Overtime is paid at 1.25 x the normal hourly rate
- 22.5 days holiday, rising with length of service (pro-rata)
- Full uniform provided
- Company pension scheme with competitive contribution rates
- Lots of opportunity to develop a career, including our trainee manager roles and Apprenticeship Schemes
- Excellent family friendly support - enhanced maternity pay, paternity leave, adoption leave and shared parental leave
- Your Wellbeing - you and your family have 24/7 free access to services and tools to help support your physical and mental health, including financial and social support and advice
- Various discounts including high street vouchers, travel and attraction discounts, and savings on beauty products and gym membership
- Free stamps at Christmas

Finance Officer

Salary: £22 to £22 per hour

Hours: Full time

Closing date: 30 March 2025

Location: Kensington, London, W8 7NX

Remote working: On-site only

Company: ESSENTIAL EMPLOYMENT LTD

Job type: Contract

Job reference:

Finance Officer needed in West London

The rate is £22.00ph PAYE

This is a temporary role

The reference number is: 5263542

The successful candidate will support a Home Ownership team by undertaking various financial, administrative and accounting tasks, including the invoicing and allocation of cash receipts.

The main duties of this role relate to processes/reconciliations of a financial nature and the provision of advice and support to Housing Management.

They will undertake reconciliations and analysis of transactions. Be responsible for processing payments and acting as the first point of contact for queries.

Due to high volumes of CVs received, we are not able to respond to all unsuccessful applications. You will always however hear from us by phone if we are able to take your CV forward to the next stage.

Bars and Dining Assistant

Hours: Full time

Closing date: 21 March 2025

Location: Regent's Park, North West London

Remote working: On-site only

Company: Regent's Park Theatre Ltd

Job type: Contract

Together with the Front of House Team, Bars and Dining Assistants are the friendly outward face of the organisation, offering a warm welcome to all audiences and delivering a consistently high standard of customer service in a fun and fast-paced creative environment.

Team members will work across different areas of the in-house catering operation, learning to run and serve food and drink in any of our bars, restaurant, grill and pizza oven, as well as additional private events.

Front of House Assistant

Hours: Full time

Closing date: 21 March 2025

Location: NW1 4NU

Remote working: On-site only

Company: Regent's Park Theatre Ltd

Job type: Contract

We are looking for enthusiastic and friendly team players to help facilitate the smooth running of our summer theatre season.

The Visitor Services Assistants (Front of House) are responsible for providing knowledgeable, efficient, friendly and professional customer service to all visitors. You will ensure the safety and security of all visitors and display high standards of courtesy and customer care at all times, whilst maintaining the aesthetic and professional appearance of the whole site.

Store Security Guard

Salary: £28,314 to £28,314 per year

Hours: Full time

Closing date: 05 April 2025

Location: City of London, London, nw10 0bp

Company: Selco Builders Warehouse

Job type: Permanent

The Job

Key Accountabilities and Duties

- To be part of the store team.
- Provide perimeter security for the store, ensuring safe transit of delivery or other vehicles to the premises.
- Demonstrate initiative by using a problem-solving approach to all store security related issues.
- To ensure an effective visual store-based deterrent is maintained, supporting the leadership team manage any potential safety and security incidents as required.
- To report all security incidents in line with current reporting tools and procedures including escalation to the Profit Protection Dept, store leadership team.
- To work as part of a team providing excellent customer service wherever there is an interaction with a customer.
- To gain and maintain a level of product knowledge to be able to check stock on vehicles.
- To have high levels of security and shrinkage awareness.
- To manage vehicles in customer car park/goods in through vehicle marshalling.
- To carry out any other tasks / roles as deemed necessary by the Management team in order to fulfil customer requirements.

Role Requirements

- Basic retail or perimeter security related experience.
- Good customer service skills.
- Fully flexible to work 5 out of 7 days including weekends, early starts some out of hours.

You

Our customers rightly demand great service. You'll need to be customer focussed, a team player who is able to work with others with keen analytic skills and attention to detail.

Care Assistant

Salary information: £15.30 - £15.65/hr

Hours: Full time

Closing date: 21 March 2025

Location: Camden, City of London, NW1 8QU

Company: Helping Hands Homecare

Job type: Permanent

Location: Highbury

We're looking for people who are passionate about care, and who want to help others to join our amazing teams. We don't require you to have any previous social care experience, what we do need from you is to have the **Right to Work in the UK**, as we **are NOT able to offer Health and Care Worker visas**. Additionally, you are required to have a **full UK driving license** with access to **your own vehicle**.

If you're looking for a job that can be flexible around your lifestyle there are a variety of shift patterns available to work in **mornings, afternoons, evenings or weekends**.

At Helping Hands, we can offer the following benefits

- Paid mileage of **35p per mile** between calls
- **Early Pay App** request up to **50%** of your pay in advance of pay day
- Earn up to **£100** for referring a friend
- Our care assistants are directly employed by us giving you access to **holiday entitlement** and our **pension scheme**
- **Apprenticeship opportunities** available to existing staff
- Support to complete nationally recognised qualifications including your **Care Certificate and NVQs**. Your **career development** is important to us if you want to progress, we can help!
- **FREE Blue Light Card** national discount card for hundreds of retailers
- Annual **pay reviews** based on cost of living

Being a Care Assistant means you need to be adaptable, kind-hearted and put others first. Your role may include:

- Providing companionship
- Support with personal care such as showering, bathing and toileting
- Helping with mobility around the home
- Overseeing medication and providing medical support
- Helping around the house with cleaning, cooking and tidying
- Running errands such as food shopping or picking up prescriptions

Part Time Sales Advisor

Contract Permanent 🏠

Salary £8.15 - £11.75 Per Hour

Hours 15hrs- Flexible across Mon-Fri and shifts will be a mix of morning, afternoon and evening, with occasional weekend shifts

Location Wembley

Duties will include:

- Sales,
- Customer Service,
- Display work,
- Admin tasks,
- Stock control,
- Cash Handling,
- Repairs (Basic Jewellery and Watches)
- and other duties

Having these varied duties makes the job more interesting and satisfying. We also place high priority on customer service and a high standard of display and presentation.

Outlet Centre shopping villages give retailers the opportunity to sell items at substantial discounts from the High Street and recommended retail prices. Being in an out-of-town location means the running costs are kept low and many customers can reach the Village with ease. the result is excellent value for money.

We have extensive experience in Jewellery retailing and manufacture and pride ourselves on achieving high standards of presentation at all our shops.

The shop specialises in the sale of our own range of gold and silver jewellery and end of season lines from our retail shops and major manufacturers. A significant part of our business is in branded watches from major UK and European manufacturers who licence us to sell their end of lines or old season models.

All team members work flexible hours including evenings and weekends. Our policy is to share the unsocial evening and weekend work hours amongst all members of the team - thereby sharing the more onerous hours.

PART TIME SALES ADVISOR - KEY SKILLS

- Face to Face communication skills
- Customer Focused
- Desire to achieve targets
- Word & Excel Knowledge
- Previous or relevant Sales experience

In return, we will provide a comprehensive training package in all aspects of jewellery and watch product knowledge plus sales training and opportunities for career progression.

Everyone is expected to work extra hours at busy times, especially near to Christmas and when other colleagues are on holiday or absent for any other reason.

Emergency Team Assistant Band 3

Main area	Emergency Department
Contract	Permanent
Hours	Full time - 37.5 hours per week
Site	Trustwide
Town	London
Salary	£27,948 - £29,468 pa inclusive
Salary period	Yearly
Closing	18/03/2025 23:59

Job overview

****This role does not attract Certificate of sponsorship*****

As an Emergency Team assistant you will work closely with the MDT to provide high quality care to patients within the emergency environment. This is an essential role to the department, undertaking patient observations, phlebotomy and cannulation, ECGs and escalating concerns.

You will need good communication skills and enthusiasm for providing the best patient care possible in a challenging environment.

Main duties of the job

To assist and support the registered nurse, under supervision, with the delivery of direct patient care, with the needs of the patient at the centre of care delivery.

To improve the patient experience.

Detailed job description and main responsibilities

The full job description provides an overview of the key tasks and responsibilities of the role and the person specification outlines the qualifications, skills, experience and knowledge required. For both overviews, please view the Job Description attachment with the job advert.

Person specification Education

Essential criteria

- Numerate

Desirable criteria

- QCF Level 3 in Health or equivalent (NVQ3, Advanced Apprenticeship)

Skills/Abilities

Essential criteria

- Ability to perform venepuncture and cannulation

Desirable criteria

- Plastering competency

Experience

Essential criteria

- Demonstrate a clear insight into the role
- Up to date experience, worked within an acute care setting within the last 18 months

Desirable criteria

- Experience working in an acute care setting

Phlebotomy and Ward support worker Band 3

Main area	Charles Pannett
Contract	Fixed term: 12 months (12 Months)
Hours	Part time - 15 hours per week The working hours are 15 hours per week – Thursday and Friday 07:30- 15:30.
Site	St Mary's Hospital
Salary	£29,485 - £31,088 pa inclusive pro rata
Closing	21/03/2025 23:59

Job overview

We have an exciting post available for a Band 3 Phlebotomist and Healthcare Support worker within General Surgery – Charles Pannett ward at St Mary's Hospital.

Main duties of the job

- Provide expert cannulation and venepuncture role on all patients as required following Trust Standards, must have a certificate of competency
- Ensure accurate labelling and handling of blood samples in accordance with protocols
- Provide a high standard of patient care, ensuring comfort and reassurance throughout the procedure.
- Maintain accurate records and documentation
- Adhere to infection control and health & safety guidelines at all times.
- Assist patients with activities of daily living when required maintaining their privacy and dignity at all times
- Measure, record and report capillary blood glucose levels of patients when required
- Recognise when patients are in pain and discomfort and report to nurse in charge
- Assist with fluid and dietary needs of patients including completion of menu cards, recording intake and output of fluids and solids, preparation for mealtimes and assistance with eating when required
- Preparation and assisting with clinical procedures

EDUCATION

Person specification

Essential criteria

- Numerate

Desirable criteria

- QCF Level 3 in Health or equivalent (NVQ3, Advanced Apprenticeship)

SKILLS/ABILITIES

Essential criteria

- Ability to work well within the team.
- Ability to demonstrate caring approach.

Desirable criteria

- Ability to perform venepuncture
- Ability to work on own initiative.

Barista

Salary: £12.35 to £12.35 per hour

Hours: Full time

Closing date: 04 April 2025

Location: St Johns Wood, London, NW8 6NX

Company: inploi

Job type: Permanent

Job reference: 75687910

Full-time Barista vacancy at GAIL's!

If the smell of fresh coffee beans roasting awakens your senses and you always work with a smile, then please read on!

We are looking for baristas who have a **passion** to join the GAIL's family and for great coffee. You should be motivated by **teamwork** and willing to help others. With no day being the same, you must be **adaptable** and positive to deliver our specialty coffee whilst maintaining high standards.

As appreciation for being a **reliable** barista who is always on time and hardworking, we will treat you to amazing benefits including:

- Free food and drink when working
- 50% off food and drink when not working
- Pension Scheme
- Discounts and Savings from high-street retailers and restaurants
- 24-hour GP service
- Cycle to work scheme
- Twice yearly pay review
- Development programmes for you to RISE with GAIL's

Apprenticeships available alongside this role including 'Hospitality Barista Level 2'

Engagement Officer (Seasonal)

LOCATIONS:	London Zoo
SALARY DETAILS:	£13.15 per hour
VACANCY TYPE:	Seasonal
WORKPLACE TYPE:	On-site
CONTRACT LENGTH:	6 months
CLOSING:	18 Mar 2025

Purpose of the role

Engagement Officers are vital to the visitor experience, they play a hands-on role in delivering the daily schedule of talks and activities, hosting seasonal events, and ensuring visitors have a safe and enjoyable experience in our walkthrough animal habitats. Every interaction is an opportunity to inspire, educate, and bring people closer to wildlife.

Key Responsibilities:

- Deliver the daily programme of talks and activities, ensuring they are informative, engaging, and aligned with ZSL's mission.
- Act as a passionate ambassador for ZSL, warmly welcoming visitors and creating a safe, engaging, and inspiring environment that encourages them to support a world where wildlife thrives.
- Prioritise the health, safety, and welfare of both visitors and animals, responding calmly and effectively to emergencies and sensitive situations.
- Stay informed about ZSL's latest initiatives and conservation efforts, using this knowledge to foster meaningful conversations that connect visitors with wildlife and ZSL's global conservation work.

About You

- A confident and dynamic public speaker, able to deliver engaging talks and activities to groups of all sizes.
- Proven ability to provide exceptional customer service, ensuring a positive and memorable visitor experience.
- Outstanding interpersonal and communication skills, building strong connections with visitors and colleagues.
- Genuine passion for zoos, conservation, and environmental sustainability, inspiring others to care about wildlife.

This role is subject to standard pre-employment checks, including the candidate's right to work in the UK and a DBS check.

We strongly encourage applications from all backgrounds and celebrate the value of having a team of employees with diverse skills, experiences, and heritage. We are committed to ensuring our teams can bring their authentic selves to work without fear of discrimination. ZSL has active equality networks for our staff with lived experience and those who provide active allyship in Race and Culture, Team Pride, Disability Network, and Menopause Network, complemented by our strategic EDI Steering Group.

LONDON *Westfield* LONDON W12 25th & 26th April 2025 at Westfield Shepherds Bush

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Maintenance Marketing Media & Communications Merchandising
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