



VACANCIES

Issue Date:

Friday 09th May 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

Front of House Team Member

Location: Moorgate FWC
Contract: Permanent contract
Hours: Part time 24 hours per week
Salary: £26,665.60 pro rata

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.

If you like what you see, why not start your application now? We consider applications as we receive them and reserve the right to close adverts early (for example, where we have received an unprecedented high volume of applications). So, it's a good idea to apply right away to ensure you're considered for this role.

Radiology Administrator

Location: St Bartholomew's Hospital
Contract: Permanent
Hours: Full time 37.5 hours per week.
Salary: Up to £28,980 per annum depending on experience

We have an exciting opportunity for an Imaging Administrator to join our friendly and supportive team.

As an Imaging Administrator you will be vital to our team in providing efficient and timely management of our patient services and support the wider clinical team.

At Nuffield Health, your role calls for equal excellence in both administration and people skills. You'll be adept at working quickly and accurately, with a great eye for detail. You'll also need a caring nature and the ability to see each patient as an individual and carry out this role with understanding and empathy. Here, you'll help deliver a high-quality diagnostic imaging service. Experience in working within Diagnostic Imaging is desirable.

Your role will include:

- Booking patient appointments.
- Meeting and greeting patients.
- Taking telephone enquiries.
- Ensuring billing is accurate and transparent.
- Managing radiology appointment diaries in line with consultant schedules.
- Understanding of clinical terminology related to imaging services.
- Support clinical admin processes, audit and image exchange.

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Bookings Administrator (Bank)

Location: Barts Hospital | Admin | Bank

Hours: Part time

Salary: Up to £13.73 per hour depending on experience

Working on the bank means you are not contracted to a set number of hours per week but instead work on an ad-hoc basis to suit the needs of the business and your availability.

We are looking for a Bookings Administrator in our hospital who will be responsible administering a large volume of email requests from referrals to appointments, ensuring the hospital meets its service deliverables whilst exceeding customer expectations. Preferably you will hold a NVQ level 2 in Business and Administration or equivalent and experience of working in a customer facing environment, to help us build a healthier nation.

As our Bookings Administrator you will:

- Bring empathy, sympathy and sensitivity to the role.
- Ensure complex administration and support, meets the required standards and timescales
- Have attention to detail ensuring all data/information is accurate using the appropriate system and format.
- To prepare standard and adhoc reports as required and required by the department
- Handle appointments bookings and changes
- Co-ordinate availability of rooms and consultants
- Create, alter or cancel clinics as required to support business needs

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. From Holiday in line with the Working Time Directive, access to our Pension Scheme and discounted gym membership at £25.00 a month.

Retail & Admissions Assistant HMS Belfast

Location: Churchill War Rooms
Category: Front of house/visitor services
Salary: £16,204.80 per annum pro rata, £27,008 per annum FTE
Contract: Permanent
Hours: Part time 22.5 hours net per week
Closing: May 18th 2025, 11:55 PM

The Retail and Admissions department welcomes over 2 million visitors each year. The department has 5 permanent Retail and Admissions operations across the IWM branches. The department is responsible for generating income and profit for IWM; delivering a product range that is unique, relevant and inspiring; providing excellent customer service and visitor welcome and the department acts as an ambassador for the IWM brand and values.

HMS *Belfast*

HMS *Belfast* attracts over 300,000 visitors each year. The branch charges an admission entry fee and manages the arrival of pre booked groups. The Retail and Admissions operation comprises a ticket desk and shop.

Admissions: The key roles and functions are focused on welcome and income. This includes providing an excellent visitor welcome; information about the ship; entry ticket sales and guidebook sales.

Retail: The key roles and functions for Retail are focused on product knowledge, sales drive, team working and customer service. HMS *Belfast* has one shop, situated in the admissions area.

For a full list of duties and the person specification (which your application will be marked against) please view the Job Description.

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions. This role is subject to:

A basic check, which shows unspent convictions and conditional cautions.

Early Years Assistant

Hours: Part Time
Location: Lambeth, SW12
Salary: £12.21 per hour + amazing benefits
Closing: 31st May 2025

A bit about the role

If you're a natural with children and want to find out if childcare is for you, this could be a great next step.

You'll support the nursery team in supervising fun activities, caring for the children and keeping them safe and happy.

As part of the team, you might take the children on a train to the Science Museum, hop on a bus to make friends at a nearby LEYF nursery, or join in baking sessions with the children and your nursery chef.

While entry qualifications aren't necessary, if you want to learn more, we can help you get the training you need. Whether this is your first step into work or you're looking for a career change, age is no barrier.

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

Nursery Administrator

Hours: Part Time
Location: Lambeth, SW9
Salary: £12.21 per hour + amazing benefits
Closing: 31st May 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.

- 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

Early Years Apprentice (West London)

Salary: £13,320- £17,575

Location: West London

Closing: 31 August 2025

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

Sales Assistant

Location: Fulham

Hours per Week: 12 hours with the opportunity to work more hours.

Shift pattern: Part-time - flexible shift patterns across mornings; afternoons; evenings and weekends, which will be discussed further at interview

Salary: £9.70 - £12.65per hour

If you love retail, you're in the right place.

Are you looking to join a great place to work? We are recruiting for a Sales Assistant to join the team!

Let's talk about the job:

No two days are the same here at Savers and the ideal Savers Sales Assistant has a positive can-do attitude, who loves getting involved and working as part of a team. You are all about making our customers feel great and leaving them with that Savers smile. You are the hero in store that ensures our store standards are insta worthy. We recognise you are the future leaders of Savers. The challenge doesn't stop there – our SAs are well known in their store, as they get the opportunity to connect with their local community and offer our customers the best deals on the high street. plan, steered by us and driven by you!

Let's talk about you:

- Are you passionate about the products we sell?
- Are you excited to work in a fast-paced retail environment?
- Do you love getting stuck in and being a team player?

If you can say yes to all those things - whilst keeping people at the heart of everything you do - then this could be the career opportunity you have been searching for!

Let's talk about the benefits:

- Up to 33 days holiday entitlement
- Company sick pay and pregnancy loss policy.
- Wagestream - access to an app that gives you power over your pay and supports financial wellbeing
- Aviva Digicare Workplace+ - access to free digital healthcare services such as digital GP appointments and mental health consultations
- Discount deals with over 3,000 retailers, including a discount card with our sister company, Superdrug
- Employee Assistance Programme with Retail Trust
- Your career, your way – a clear progression

Next steps...

If your application gives us that bargain buzz, you will be contacted to arrange a phone interview within 14 days of application. Good luck!

Store Assistant

Salary Details: £14.05 - £14.35 per hour

Contract Type: Permanent

Locations: Kentish Town

At Aldi, 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: £14.05 - £14.35 per hour

Contract Type: Permanent

Locations: Little Venice

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.

Apprenticeships

Career Starter Stores

Salary Details: £8.87 per hour

Contract Type: Fixed Term Contract

Locations: Kilburn High Road (London)

One thing's for sure as a **Career Starter Apprentice in Retail** you'll never be bored.

Balancing theory with practical store work, you'll be expected to work hard on this one-year programme.

There's a real family feel here and we all pitch in as part of a close-knit team. And since there's always loads of support from those around you, ranging from Store Managers to Store Assistants, you'll never feel like you're struggling. In this fast paced environment you'll get to learn something new every day in a company that thrives on being different. As someone who wants to make things happen, you'll find all this adds up to an exciting challenge. The time will fly by and before you know it you will have your Level 2 Retail qualification and be working as a fully-fledged Store A

<https://careers.aldirecruitment.co.uk/vacancies/3099/career-starter-stores.html>ssistant with real opportunities for progression in the future.

Cleaner (Mornings)

Locations Central London
Advertising Salary £13.85 per hour
Hours Per Week 15 between 05:00 am and 08:00
Working Days Monday, Tuesday, Wednesday, Thursday, Friday

About The Role:

Working Days: 05:00 am 08:00 Monday-Friday

Are you passionate about maintaining cleanliness and ensuring a hygienic environment? OCS is looking for dedicated and detail-oriented cleaners to join our team. As a cleaner, you will play a crucial role in keeping our facilities spotless and welcoming for everyone.

Key responsibilities:

- Sweep/Vacuum all floor areas as required according to the composition of the floor.
- Damp wipe doors, shelves, seating, kiosks, handrails, phones & fire hydrants and collect waste, and empty boxes when requested.
- Responsible for keeping all areas clean and litter-free at all times.
- Responsible for keeping public toilets and circulation areas clean, tidy & free from litter at all times including lifts and stairs.
- Ensuring all spillages are dealt with immediately.

The ideal candidate should meet the following criteria:

- Must have Right to Work in the UK
- An enhanced DBS will be completed for the successful candidate.
- Desirable to have experience in cleaning or be willing to learn.
- Desirable to have an understanding of COSHH and working in similar environments.
- An understanding of following H&S rules and its importance

We are an equal opportunities employer and rely on a diverse workforce with a broad range of knowledge, skills, and backgrounds to deliver our goals. We offer an inclusive and welcoming environment and actively encourage applications from all individuals regardless of race, gender, nationality, religion, sexual orientation, disability, or age.

Concierge and Valet Assistant

Location:	Kensington, W8
Salary:	£27,500 per annum
Hours:	Average 40 hours/week across rotating shifts
Early:	07:00 – 15:00
Late:	15:00 – 23:00
Day:	09:00 – 17:00 / 12:00 – 20:00 (depending on business needs)
Holidays:	5.6 weeks per year
Paid:	Monthly, in arrears via bank transfer (PAYE, NI deducted)

About the Role:

The Concierge Assistant will be stationed at the main residential entrance, acting as the first point of contact for residents and guests. This is a highly visible and customer-facing role in one of London's most prestigious developments. The successful candidate will be expected to deliver an exceptional standard of service aligned with the luxury environment of One Kensington Gardens.

Duties include:

- Manning the residence's front entrance
- Valet parking (car movement and storage)
- Assisting Concierge Receptionists with front desk operations
- Handling resident deliveries and mail
- Coordinating errands and luggage handling
- Providing general administrative and concierge support

Candidate Profile

We're seeking polished, well-presented, and articulate individuals with a natural flair for high-end customer service. Previous experience in a luxury environment (e.g., hotel luggage porter, concierge, or front-of-house roles) is ideal.

Key qualities:

- Professional, discreet, and courteous
- Comfortable in a high-end, fast-paced environment
- Strong multitasking skills and adaptability
- Team player with a proactive attitude
- Impeccable personal presentation

Valet/Driving Requirements

- **Age:** Must be over 25
- **Licence:** Full UK driving licence (no penalty points)
- Must have held licence for a minimum of 2 years
- Confident handling high-value vehicles (preferred)

Additional Notes

- The role requires flexibility due to a rotating shift pattern
- Strong emphasis on professionalism and discretion
- Candidates must be eligible to work in the UK

Part-Time Caretaker

Location: Fulham, London

Employment Type: Part-Time

Are you practical, reliable, and take pride in keeping spaces clean, safe, and well looked after? A leading residential development in Fulham is on the lookout for a Part-Time Caretaker to join their dedicated on-site team.

This is a hands-on role where no two days are the same. You'll play a key part in maintaining the appearance and safety of the development, working closely with the site management team and trusted contractors to deliver a consistently high standard of service.

What You'll Be Doing

Maintenance and Upkeep

- Moving general and recycling bins between stores and collection points
- Keeping external areas spotless with litter picking, jet washing, and deep cleaning
- Maintaining communal and outdoor spaces to a high standard
- Carrying out light maintenance in and around residential buildings
- Supporting scheduled preventative maintenance (full training provided)

Risk Management and Compliance

- Assisting with regular site safety checks and risk assessments
- Performing routine tests such as fire alarms, water flushing, and smoke ventilation
- Liaising with residents, management, and contractors to keep things running smoothly
- Logging all tasks and test results through internal compliance systems

Who We're Looking For

We're looking for someone who is:

- Hands-on, practical, and takes pride in a job well done
- Organised, dependable, and good at managing their own time
- A clear communicator who enjoys working as part of a team
- Eager to learn, with a willingness to follow structured processes and training

Whether you've worked in a similar role or are looking to gain experience in a facilities or property-based position, we want to hear from you.

Interviews are ongoing – apply today and take the next step in your career.
We look forward to hearing from you.

Front on House Assistant

Luxury Residential Development

Location: Knightsbridge, London

Salary: £28,250 per annum (increased after 3 months)

Schedule: 5 days per week, including 2 weekends off each month

Hours: 40 hours per week

Are you ready to take your first step out of retail and into a Front of House or Concierge role? This is a fantastic opportunity to join a prestigious residential development in the heart of Knightsbridge. You'll be part of a supportive, professional team, working in a luxury environment with access to top-tier on-site facilities, including a private staff lounge and gym.

What We Offer:

- Competitive salary, with an increase after three months to around £30K
- Double pay on bank holidays
- 28 days of annual leave
- Structured and consistent shift patterns provided in advance
- Pension contributions
- A premium working environment in one of London's most desirable postcodes

Key Responsibilities:

- Deliver a seamless and professional front-of-house service to residents and guests
- Assist with a variety of resident requests, including travel arrangements, bookings, and deliveries
- Ensure the building remains secure and welcoming at all times
- Liaise with contractors and service providers to maintain building standards
- Handle enquiries and requests efficiently and with discretion
- Uphold a high standard of personal presentation and professionalism

What We're Looking For:

- Experience in luxury customer service, ideally in retail, a five-star hotel or residential setting
- Confident communicator with excellent interpersonal skills
- Strong initiative and problem-solving ability
- A polished and proactive approach, with a commitment to service excellence

If you're looking to take the next step in your career within a highly prestigious development, we would be pleased to hear from you.

Interviews are currently underway – apply now to be considered.

Residential Cleaner

Hours: 09:00-17:00 (Monday to Friday)

Location: Park Royal (NW10)

Salary: £22,222 per annum or £12.21 per hour

We are currently looking to recruit a Residential Cleaner at a stunning site of 800 units in Park Royal (NW10). This is a high end building and presents an excellent opportunity for a candidate with cleaning experience looking to work in a residential environment.

Role Overview

- Demonstrate values in all aspects of your work and communication, develop strong relationships and enhance work quality.
- Ensure the site is well maintained providing a clean and secure environment for residents and guests at all times.
- Support Concierge/Property Manager to keep health and safety standards to a maximum.

Main Responsibilities

- Cleaning communal areas of the development to a high quality.
- Ensure that all common parts, including office and outside perimeter (rubbish etc.) are clean and tidy at all times.
- Follow introduced routine to ensure cleaning undertaken to a high standard and deep cleaning is carried out regularly (steam clean carpets and cleaning windows internally).
- Clean windowsills and skirting boards
- Clean surfaces of lift and glass mirrors in lift
- Clean touch pads, door handles and etc
- Keeping outside space tidy – no rubbish, litter picking and etc.
- Report defects / incidents (either observed or reported) to the Concierge/Property Manager
- Work in accordance with the Company's Health & Safety Policy.

AREAS OF RESPONSIBILITY / ACCOUNTABILITY

- To ensure the development is maintained professionally
- To provide a high standard level of service to residents and all visitors to the development

Please apply with your CV today if this position is of interest to you.

Unfortunately, if you have not heard back from us within two weeks it is unlikely that you have been successful on this occasion

Weekend Security Officer

Working Hours: Weekends (Saturdays & Sundays) / 07:00-19:00

Salary: £16,411 per annum / £13.15 per hour

Location: Colindale (NW9)

We are currently looking for a new Weekend Security Officer to work in our modern residential development located in Colindale (NW9).

As a Security Officer, you will be responsible for the delivery of the highest levels of customer service to all residents, guests and external contractors at the development and will be the first and main point of contact for all security queries. Your key day-to-day duties will involve operation of the security Desk, CCTV, security of the building and reporting anything to senior management.

Security key duties:

- Monitor CCTV
- Conduct site patrols
- Monitor alarm systems
- Undertake any other reasonable security functions as required
- Manage any incidents as they arise
- Liaise with staff and residents/the public clearly and concisely

The ideal candidate will have significant experience gained within a similar security role and a background in delivering excellent customer service. You will also have:

- Excellent written and verbal communication skills
- Good understanding of Health and Safety processes
- Must have a valid **SIA BADGE**

Apply with your CV today.

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

Emergency Team Assistant

Main area	Emergency Department
Grade	Band 3
Contract	Permanent
Hours	Full time - 37.5 hours per week
Location	Charing Cross Hospital
Salary	£27,948 - £29,468 pa inclusive
Salary period	Yearly
Closing	21/05/2025 23:59

Job overview

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
- care certificate

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

HR Data Analyst

Positions	1
Salary	£41,340 - £47,975 per annum
Contract Type	Fixed Term
Contract Length	FTC for 12 months with the possibility of extension/permanency
Working Pattern	Full Time
Location	Hybrid (on-site and remote)
Leave entitlement	Starting at 30 days per annum, pro-rata
Closing Date	26th May 2025 at 23:55

Introduction

The HR Systems and Data Team are responsible for the application support and development of the new iTrent HR and Payroll System, enabling customers to make full use of the applications. HR Systems Team experts provide leadership and technical advice on system applications to customers, maximising productivity and performance of the system.

The Role

Part of the HR Systems team focussing on HR Systems application support and maintenance, enabling customers to make full use of the applications on which service relies. The HR Data analyst is responsible for delivering insightful HR management information, key Workforce Indicators, and analysis that support management teams to make strategic and informed decisions. The team currently use SAP Business

Objects for MI reporting.

- Some of the responsibilities for this role include:
- Act as an HR System expert provide leadership and technical advice on HR applications to customers, maximising system productivity and performance
- Lead on troubleshooting system problems and customer enquiries
- Develop reports using varied report-writing or data extraction tools
- Development and ongoing maintenance of HR management information
- Implement upgrades and system changes following controlled procedures, preparing and gaining agreement to detailed plans
- Responsible for the project delivery, planning of Workstream tasks/ system improvement project
- Lead on maintaining and creating policies, procedures

Skills and Experience

To be successful in this role you will demonstrate:

- Substantial experience of developing complex MI reports and dashboards from iTrent HR systems using SAP Business Objects, BI tools and techniques. Advanced Excel skills and a proven ability to handle and analyse large quantities of data.
- Proven business analysis experience including process mapping, and requirements definition. Experience of leading on Database administration and understanding of data management.
- Excellent problem-solving skills in technical and service delivery environments to analyse information and find solutions.
- Considerable proven experience in managing competing customer support and project priorities.
- Maintaining principles of equality, diversity and inclusion at all times.

Painter and Decorator

Company: Holiday Inn London - Regent's Park
Location: London, W1W
Job Type: fulltime
Salary: £14.50-£15

The Opportunity

Are you a skilled and motivated individual with a knack for fixing things and keeping everything in top shape? We're looking for a dynamic Hotel Maintenance Team Member to help ensure our hotel runs smoothly and efficiently.

What You'll Do:

- **Keep Things Running:** Carry out regular maintenance and repair work on the hotel's equipment and facilities.
- **Respond Swiftly:** Address maintenance requests and emergencies promptly and efficiently, ensuring minimal disruption.
- **Inspect and Improve:** Conduct regular inspections of the hotel's facilities and equipment, identifying and addressing any maintenance issues.
- **Maintain Records:** Keep accurate records of all maintenance work, including expenses, completed tasks, and parts used.
- **Prevent Problems:** Assist in implementing preventative maintenance programs to keep all equipment and facilities in excellent working order.
- **Manage Relationships:** Help manage external contractors and suppliers, ensuring all work is completed to a high standard and within budget.
- **Ensure Safety:** Adhere to health and safety guidelines, ensuring all maintenance work is carried out safely.
- **Support the Team:** Assist with other tasks and projects as required by the Maintenance Manager or senior management.

Ideal Candidate

- Previous experience working in a maintenance role in a hotel or similar environment.
- Skilled in Painting and grouting
- Excellent communication and interpersonal skills.
- The ability to work well as part of a team.
- A flexible and adaptable approach to work, with the ability to work evenings and weekends if required.
- A good understanding of health and safety guidelines and procedures.

Kitchen Porter

Salary: £28,000.00 per year

Hours: Full time Working 5 days over 7

Closing date: 05 June 2025

Location: London, United Kin, WC2A 3LH

Company: Baxterstorey

Job type: Permanent

We have an incredible new venue opening in one of London's most iconic, historical spaces this year and are looking for a Kitchen Porter to join the team.

We are looking for an experienced Kitchen Porter to assist the Kitchen Team in the day to day running of the Kitchen. As a Searcys Kitchen Porter you will play a crucial role in supporting kitchen staff by ensuring the cleanliness and maintenance of kitchen areas, as well as assisting with basic food preparation.

The role will be based in the newly refurbished Sainsburys wing at The National Gallery, and Searcys are proud to be working in collaboration with the World Famous, Michelin starred Chef Georgio Locatelli on this project.

Gallery opening hours are 10-6 excluding Fridays that will be 10-9.

Key Responsibilities:

- Ensure the cleanliness of the kitchen area, including sinks, countertops, and floors.
- Wash and sanitize kitchen utensils, dishes, and equipment.
- Maintain cleanliness in storage areas and ensure food safety standards are followed.
- Assist with waste management and recycling.
- Support chefs and kitchen staff with food preparation tasks such as washing vegetables and cutting ingredients.
- Organise and store kitchen supplies, ensuring they are readily available for use.
- Help with unloading deliveries and storing items appropriately.

Qualifications

- Previous experience in a kitchen or cleaning role is desirable but not essential.
- Ability to work efficiently in a fast-paced, high-pressure environment.
- Strong attention to detail and commitment to cleanliness and hygiene.
- Ability to work as part of a team.
- Good communication skills.

Housekeeping Porter

Location: The Churchill
Department: Housekeeping/Laundry
Local

About The Churchill

The Churchill is conveniently tucked away in upmarket Marylebone, located in the heart of London's West End, featuring views over the charming gardens of Portman Square. With 440 sophisticated guestrooms including 50 suites, plus 11 distinctive meeting spaces, the hotel offers a full range of services tailored to serve the needs of business and leisure travellers alike.

Duties and responsibilities related to the Housekeeping Porter role

- Assisting with laundry operations, including sorting, washing, drying, folding, and distributing linens and towel
- Support with general cleaning of guest, public and back of house areas
- Responding promptly to guest requests and ensuring their needs are met in a timely and efficient manner
- Assisting with inventory management by stocking housekeeping carts with supplies and amenities and ensure supplies are kept at optimal levels

About you

Previous experience in a luxury setting is beneficial, with meticulous attention to detail. Proficiency in conversational English to effectively communicate with colleagues and guests.

Benefits of the Housekeeping Porter role include

- 12 complimentary nights a year across Hyatt Hotels worldwide
- Discounted hotel stays across Hyatt not just for you but also your family and friends from the day you start!
- Uniform provided and laundered complimentary
- Headspace membership and access to our Employee Assistance Programme
- 50% discount on food and beverages when you dine as a guest at selected Hyatt Hotels
- Continuous learning and development opportunities to provide you with a clear career path as well as job promotion opportunities across Hyatt Hotels worldwide

Hotel Security Officer

Hours: Full time

Closing date: 28 May 2025

Location: Bloomsbury, WC1B 5BE

Company: LGH Hotel Management Ltd

Job type: Permanent

Salary: £32,364.80 full time salary (£15.56 per hour) plus great IHG perks!

At **Kimpton Fitzroy London**, we are looking for a **Security Officer** to join to join the Security Team on a 4 on 4 off shift pattern Days & Nights with an immediate start!

We are looking for a Security Officer who can commit to working on a 4 on 4 off basis, based on. Candidates must be flexible as will be required to work various shifts including weekends and nights on an ad hoc basis.

Kimpton Fitzroy Hotel is in the heart of Bloomsbury just a 2 minute walk from Russell Square tube station where the Piccadilly line runs 24hrs a day on Fridays and Saturdays!

As a Security Officer, 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!

Our Security Officers are:

- Experienced **Hotel Security Officers** who gained their experience in a property of a similar size, standard and complexity.
- The holder of a valid **SIA License**
- Willing to learn new things and work as part of a wider hotel team.
- All Security incidents and/or investigations are handled and documented to the recommended standards.
- Able to carry out administrative according to Kimpton standard. Including maintaining accurate logs, audits and SOP's
- A proactive presence throughout the hotel, particularly in the public areas when you are the patrolling officer on duty.

We are committed to offer and provide our Security Officers with a competitive salary and a large range of benefits.

You must meet the legal requirements to work in the UK.

Events Steward - Lord's Cricket Ground

Location: Lords Cricket Ground

Salary: £13.15

Closes: 30 May 2025

No SIA License required

We are looking to recruit Match Day Stewards to join our current team working at the Lord's Cricket Ground, London, the 'Home of Cricket' and a key venue for G4S Events. Our Match Day Stewards provide a visible reminder that safety is our number one priority for visitors and staff.

As a Match Day Steward, you will be responsible for:

- Carrying out pre and post event safety checks ensuring compliance with safe working procedures and grounds regulations
- Directing and assisting spectators
- Checking tickets and operating turnstiles
- Monitoring visitor / crowd movements in all areas of the grounds to behaviour to identify potential issues or incidents and to take action as necessary

From our Match Day Stewards, we require:

- Excellent timekeeping
- A positive attitude to work
- Exceptional customer service skills - a friendly face
- A high standard of personal presentation.

Additional Opportunities:

We also cover football games, exhibitions and concerts across the region at London Stadium, The O2 Arena, Olympia London, Excel London and more. If you're open to travel, we even have opportunities to be part of some of the biggest events across the UK.

The broader G4S Events business can also offer you opportunities to suit your lifestyle.

Whether it's flexible ad-hoc hours, or working 40+ hours a week, we have a wide range of shifts available.

Onsite Benefits:

- Lord's branded uniform provided
- Breakfast and/or lunch/snack vouchers provided on site

You will just need to complete the following application form and one of our Recruiters will be in touch to discuss the next steps. Our recruitment and selection process will include an interview and screening to BS7858 standards.

Given the nature of the industry, we do need to ask some questions for security and compliance purposes, but don't worry - you will only need to complete them once.

Security Officer

Location: Lord's Cricket Ground

Salary: £14.15

Closes: 30 May 2025

We are looking to recruit SIA Licence holders to join our current team working at the Lord's Cricket Ground, London, the 'Home of Cricket' and a key venue for G4S Events. Our Event Support Team provides a visible reminder that safety is our number one priority for visitors and staff.

As Event Support, you will be responsible for:

- Carrying out pre and post event safety checks ensuring compliance with safe working procedures and grounds regulations
- Searching visitors upon entry to the venue
- Monitoring visitor / crowd movements in all areas of the grounds to behaviour to identify potential issues or incidents and to take action as necessary
- Pitch protection

From our Event Support Team, we require:

- Excellent timekeeping
- A positive attitude to work
- Exceptional customer service skills - a friendly face
- A high standard of personal presentation
- A valid SIA Door Supervisor licence

Additional Opportunities:

We also cover football games, exhibitions and concerts across the region at London Stadium, The O2 Arena, Olympia London, Excel London and more. If you're open to travel, we even have opportunities to be part of some of the biggest events across the UK.

The broader G4S Events business can also offer you opportunities to suit your lifestyle. Whether it's flexible ad-hoc hours, or working 40+ hours a week, we have a wide range of shifts available.

Onsite Benefits:

- Lord's branded uniform provided
- Breakfast and/or lunch/snack vouchers provided on site

G4S Benefits:

- Perks at Work Scheme: access to a wide range of employee benefits which include discounts in over 20 different categories ranging from Electronics, Home Appliances, Food & Groceries, Car Buying, Travel, Fitness, and more.
- Holiday pay
- WeCare - A full range of virtual health and wellbeing services that offers you and your family 24/7 access to thousands of experts such as Medical, dental, financial services.
- Company Pension
- Training Opportunities
- Free travel to qualifying events outside of the region

Luggage Porter

Location: London River Thames Sw8 5PH

Department: Administrative

Hours: Full-time

Duties and responsibilities related to the Luggage Porter

- Warmly welcome guests upon arrival, offering a friendly and hospitable greeting.
- Transport guests' luggage from the point of arrival (e.g., car, taxi) to the front desk, and subsequently to their rooms. Assist with luggage during check-out and departure as well.
- Escort guests to their rooms, explaining the room features and hotel amenities as necessary.
- Safely store and retrieve luggage as needed, ensuring proper tagging and documentation for easy identification.
- Communicate effectively with front desk staff to ensure a smooth check-in and check-out process for guests.

About you

Previous experience in a similar role within the luxury segment is preferred. Excellent customer service skills, attentiveness, and the ability to handle a variety of tasks efficiently and professionally.

Benefits of the Luggage Porter role include

- 12 complimentary nights a year across Hyatt Hotels worldwide
- Discounted hotel stays across Hyatt not just for you but also your family and friends from the day you start!
- Business attire laundered complimentary
- Headspace membership and access to our Employee Assistance Programme
- 50% discount on food and beverages when you dine as a guest at selected Hyatt Hotels
- Continuous learning and development opportunities to provide you with a clear career path as well as job promotion opportunities across Hyatt Hotels worldwide

'We care for people so they can be their best'. This is demonstrated in our values of Empathy, Integrity, Respect, Inclusion, Experimentation and Wellbeing. Joining us means you will be part of the ever-growing Hyatt family which has 1150 hotels in over 70 countries and is recognised as a Great Place to Work Company!

Laundry Attendant - Flexi Hours

Location: The Churchill W1H 7BH
Department: Housekeeping/Laundry
Hours: Full-time

We are currently looking for a dedicated and detail-oriented **Laundry Attendant** to join our team on a **flexi-hours contract**.

At Hyatt, there's a home for every stage of your career. With flexi-hours, you are in control of your schedule. We will let you know what shifts are available, and you simply let us know which ones are convenient for you. This is a great way to earn extra money and develop new skills in your free time. You might even discover a career you didn't know existed.

Schedule: Available working hours will vary each week and can range anywhere from 0 to 40 hours.

About Hyatt Regency London - The Churchill

Duties and responsibilities related to the Laundry Attendant role

As a Laundry Attendant, you will play a crucial role in ensuring that all linen and clothing items are cleaned, pressed, and presented to the highest standards. You'll work closely with the housekeeping and operations teams to maintain smooth daily laundry functions.

- Sort, wash, dry, fold, and press linens, uniforms, and guest clothing
- Operate industrial laundry equipment safely and efficiently
- Handle personal garments with discretion and care, in line with guest expectations
- Offer valet-style services including garment inspection, stain treatment, and pressing
- Provide personalised assistance for guest laundry or dry-cleaning requests when required
- Maintain cleanliness and organisation in all laundry areas
- Report maintenance issues or low inventory of supplies
- Ensure all items are returned in a timely, professional manner
- Collaborate with housekeeping and front-of-house teams to ensure service consistency

About you

- Previous experience in laundry, housekeeping, or valet services is an advantage
- Strong attention to detail and garment care
- Ability to lift, bend, and be on your feet for extended periods
- Clear communication and a polite, professional demeanor
- Ability to handle delicate or luxury fabrics responsibly
- Willingness to work flexible hours, including weekends or holidays, as needed

Painter & Decorator

Location: London Blackfriars EC4V 6DB,
Department: Engineering/Facility Maintenance
Hours: Full-time
Salary: £29,200.50 per annum + Service Charge

The Role

As a Painter and Decorator at Hyatt Regency London Blackfriars, you will play a crucial role in maintaining and enhancing the aesthetic appeal of our interiors and exteriors, ensuring a flawless experience for our guests. Reporting to the Director of Engineering and assistant Maintenance Manager, you will be responsible of ensuring that all decorative work within the hotel is maintained to the highest standard. Your passion and meticulous attention to detail will contribute to a welcoming and stylish atmosphere. This is an excellent opportunity to work in a dynamic setting where attention to detail and teamwork are highly valued.

We value flexibility and teamwork, so you may occasionally be assigned different tasks to support our colleagues and guests.

Your Responsibilities

- Carry out high-quality painting, wallpapering, and decorative finishes across guest rooms, corridors, restaurants, back of house and public areas.
- Clean, sand, fill, and prime surfaces to ensure smooth, durable finishes.
- Undertake minor tiling projects and repairs, such as plasterwork and carpentry touch-ups, to maintain an immaculate hotel appearance.
- Ensure work areas are kept clean, organised, and safe during and after projects.
- Work closely with the Engineering team, Housekeeping, and other departments to schedule tasks efficiently while minimizing guest disruption.
- Monitor and maintain an inventory of paints, brushes, rollers, and other supplies.
- Follow all safety regulations and use tools and materials responsibly to maintain a safe working environment.

What We're Looking For

- Proven background as a Painter & Decorator, ideally within a luxury hotel or heritage property.
- NVQ Level 2 in Painting & Decorating (or equivalent) preferred.
- Attention to Detail – A commitment to delivering flawless finishes and high-quality workmanship.
- Ability to multitask, prioritise work, and proactively seek improvements.
- Excellent communication skills and a collaborative mindset.
- Willingness to work occasional evenings or weekends if needed to support hotel operations.

Delivery Postie with Driving

Location: Rotherhithe Delivery Office, SE1 5SE

Job type: Permanent contract

Hours: 30 hours per week, working 5 days across Monday - Sunday, working between 09:00 and 15:00

Due to operational demand, you will be required to work two in four Sundays on a rota basis 10:00 and 16:00

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 competitive pay and benefits for a permanent role within our sector. For bringing your best and serving our customers with pride, you can expect to receive:

- A guaranteed hourly rate of £14.87p/h (paid monthly and adjusted to your working hours if part time)
- Paid overtime, with an enhanced rate of x1.25 for more than 40 hours a week
- 22.5 days holiday, rising with length of service (adjusted to your working hours if part time) and the option to buy extra leave each year
- Full uniform provided
- Company pension scheme with competitive contribution rates
- Lots of opportunity to develop a career, including our trainee manager roles and Apprentices 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

Catering Assistant

Location: NW10 2XD,

This role based at Willesden sits within our Education division – catering for students.

Dedicated to providing high-quality, nutritious, fresh, and sustainable food for our younger generation, we're 100% committed to supporting a healthy diet. At Taylor Shaw & Edwards & Blake, we're driven by the knowledge that young people deserve and need the best food for their wellbeing; we do food with a difference.

Elior is committed to safeguarding children and colleagues. Candidates that are shortlisted for this role, will be required to have an Enhanced Disclosure and Barring Service (DBS) check, including Children's Barred List, and two suitable references.

What you'll be doing...

As a Catering Assistant, you will have plenty of responsibilities and opportunities to grow in your role, becoming a critical member of our team.

- Ensure the kitchen and service area are always clean, well-presented, and well-stocked
- Keep up to date with menus and what food is on offer
- Offer a warm and friendly service
- Ensure COSHH, Food Safety, and Health & Safety are followed
- Basic cooking and baking required

What can you bring?

- Focused on the front line
- Genuine interest in customer service excellence
- Team player
- **Catering experience essential**

Our way of saying thank you...

At Elior, we strive to ensure that our colleagues feel appreciated & rewarded. As part of our casual team, we offer:

- Free On-Site Lunches: Savour delicious and healthy meals, on us, every day at work.
- Flexible Working: Enjoy the freedom to balance your work and personal life without flexible working hours.
- Opportunities for Career Progression: Grow and advance your career with us, supported by continuous learning and development opportunities.

Why it's great to work for us...

Elior is a multi-award-winning people business and one of the UK's leading contract caterers, with over 10,000 colleagues operating across a diverse range of sectors including:

- Workplaces & Office Space
- Sporting Venues & Stadium
- Attraction & Heritage Sites
- Public Sector & Defence
- Health, Care & Hospitals
- Schools, Colleges & Universities

Casual Tour Guides

Salary: £15.81 per hour

Location: Covent Garden

Closing date: 8am, Monday 19th May 2025

An assessment centre will be held on site at ROH Covent Garden for shortlisted candidates on Wednesday 28th May 2025.

Casual engagements only

As the home of The Royal Ballet, The Royal Opera and the Orchestra of the Royal Opera House, we want many more people to enjoy and engage in exceptional ballet and opera. We are now looking for additional casual Tour Guides to join our inclusive, friendly and professional team.

Our Tour Guides play a key role in ensuring that visitors are welcomed warmly into a safe, captivating and theatrical environment by delivering an engaging, informative and memorable tour whilst also promoting the RBO brand and art forms, programme of activities, charitable purpose and any commercial opportunities.

Tours can take place 7 days a week and run at both the RBO in Covent Garden and the RBO Production Park in Purfleet (Essex), as well as online and other possible venues when required.

We would love to hear from you if you can demonstrate the following:

- Experience as a Tour Guide (relevant transferable skills will be considered)
- A knowledge of and an interest in theatre crafts, particularly opera and ballet
- Excellent verbal and nonverbal communication skills and impeccable presentation
- Fluency in English
- First-class customer service skills and the confidence to manage a group of people effectively and professionally, while remaining calm, safe, patient and dynamic.
- Excellent interpersonal skills with the diplomacy required to build and maintain good relationships with colleagues at all levels within an organisation.

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

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