



# VACANCIES

**Issue Date:**

***Friday 06<sup>th</sup> June 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**

# Receptionist (Temp-to-Perm)

**Location:** Holborn, London

**Hours:** Monday-Friday, 9:00 AM – 5:30 PM

**Pay:** £14 per hour

**Contract:** Temporary with potential to become permanent after 3 months

## About the Role

We are a dynamic and fast-paced recruitment agency based in the heart of Holborn, London, seeking a warm, positive, and highly organised Receptionist to join our team. This role is ideal for someone who thrives in a busy environment and enjoys being the first point of contact for candidates and clients.

## Key Responsibilities

- **Front-of-House Duties:** Greet and welcome candidates and visitors with a friendly and professional manner.
- **Meeting Room Management:** Ensure meeting rooms are tidy, well-prepared, and stocked with necessary materials.
- **Reception Area Maintenance:** Keep the reception area clean and organised at all times.
- **Administrative Support:** Assist with general office administration tasks, including filing, data entry, and document preparation.
- **Ad Hoc Duties:** Provide support across the office as needed, demonstrating flexibility and a proactive approach.

## Ideal Candidate

- **Personality:** Warm, approachable, and positive with a genuine interest in providing excellent service.
- **Organisation:** Highly organised with the ability to manage multiple tasks efficiently.
- **Communication:** Strong verbal and written communication skills.
- **Experience:** Previous experience in a receptionist or front-of-house role is desirable. Other customer service experience also considered.
- **Tech-Savvy:** Proficient in Microsoft Office Suite and comfortable with office technology

## Details

- Competitive hourly rate of £14.
- Opportunity to transition to a permanent position after 3 months based on performance.
- Supportive and friendly team environment.
- Central London location with excellent transport links.

# Residential Concierge Front of House Day and Night roles London

Contract      Permanent  
Location:      City of London, London  
Salary          £25000 - £30000 per annum

## Main duties and responsibilities:

- To meet and greet all residents, visitors, contractors in a courteous and professional manner at all times.
- To act as the first point of call of all incoming telephone, intercom, email and face-to-face enquiries, responding to queries efficiently and positively.
- To receive, log and manage parcels, packages, keys (and other logged items) to residents when they come to collect from the reception.
- Monitoring of the security system & monitoring the CCTV system.
- Ensuring and maintaining cleanliness of the common area at the building.
- To maintain the resident details on the database providing details to new residents, welcoming and outlining site procedures and services.
- Assisting estate agents and prospective tenants in viewing the properties.
- Overseeing the move-in and move-out of tenancies.
- To programme door entry fobs, key cards.
- To perform weekly fire alarm, lift alarm and other regulatory tests and inspections, resolving and reporting any issues.
- To perform frequent site inspections and patrols reporting any issues found and taking a proactive and solution orientated approach to temporarily fixing any of issues that may pose a health and safety risk to residents and others.
- Reporting any maintenance/repair issues and assisting the property manager by coordinating with the maintenance contractors for repairs and maintenance.

## The ideal candidate will have:

- Experience as a porter/concierge/receptionist/front of house team member.
- Experience in delivering exceptional customer service.
- Awareness of general fire, health & safety and security.
- Well-spoken with good personal presentation.
- Have a reliable, professional and can-do attitude.

If this role is of interest to you, please submit your CV.

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

# Weekend Day Security Officer

**Contract:** Permanent  
**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**

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

# Temp to Perm Night Porter

Location: West Hampstead

Days: Friday, Saturday and Sunday nights

Salary: £12.25 - £13.90 per hour + possible perm, temp contract, flexible

## Key responsibilities:

1. To perform the duties and provide Porter services, in the prescribed manner, as instructed by the Head Porter.
2. To maintain the security of the Estate at all times by monitoring the CCTV.
3. To ensure that all incidents and accidents are correctly logged and reported to the Head Porter.
4. To ensure that all keys are accounted for at the end of each shift, logging any discrepancies on the daily log at handover
5. To accept parcels/mail on the residents' behalf, ensuring that all parcels are signed for in the correct manner
6. To ensure that all daily occurrences are logged in the daily log, i.e. contractors on site, deliveries, keys issued, and parking bays allocated in a legible and fully descriptive manner.
7. To be aware of the Fire/Evacuation Procedures as per the instructions in the lodge.
8. To liaise with the Head Porter on contractors on site and works being undertaken, so that all works are checked prior to the contractor leaving site.
9. All works sheets are to be saved and handed to the Head Porter at the first opportunity.
10. To be aware of Health and Safety issues, reporting any problems e.g. trip hazard, doors not closing/opening properly, leaks etc. to the Head Porter at the earliest possible opportunity, either verbally or via email.

# Weekend 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'



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## Early Years Apprentice (West London)

Salary £13,320- £17,575

Location      West London

Closing Date 31/08/2030

## A bit about the role

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

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

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

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

- The right to work in the UK

## What's in it for you?

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

# Front of House Team Member

Location      Moorgate | Front of House  
Contract      Fixed Term  
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.



# Female Clean Team Member

Location: Bloomsbury FWC | Facilities | Fixed Term (1 Year Maternity Cover)  
Hours: Part time  
Salary: £26,665.60 pro rata  
Hours: 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 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.

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**Join Nuffield Health and create the future you want, today.**

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.

## Product Owner • Finance, HR & Procurement

Location Barbican Hybrid Working  
Department Technology | Digital  
Contract Permanent  
Hours Full-Time 37.5 x hours a week  
Salary Competitive dependent on experience

As a **Product Owner (Finance, Procurement and HR)**, you'll bring demonstrable knowledge, skills and experience in the field of product ownership, Technical understanding of Workday (Finance and HCM), well-developed stakeholder management skills and first-class communication. You will be commercially savvy with the ability to plan, design and build a product roadmap that delivers significant value and return on investment.

You will lead our Finance, Procurement and HR squad – driving the squad to deliver the product vision and demonstrable value to the charity. **You'll bring your previous experience of HCM/ERP/Finance technologies (specifically Workday)** as you will prioritise the squad's initiatives into a product roadmap, built through engagement with your squad, your stakeholders and your peers across the charity.

### As our Product Owner, you will:

- Establish a vision for your products (HCM/ERP) and collaboratively develop a roadmap and backlog for them, with benefits in terms of customer and business value. Track this value through the development of product related metrics, driving decisions using data.
- Establish strong relationships with your business stakeholders (Finance and HR Leaders and team), engaging them to create a shared roadmap of priorities driven by the value initiatives will deliver to the charity.
- Complete regular review sessions with your squad (that includes architecture, delivery, analysis, engineering and service expertise) to review the roadmap and prioritise the product backlog, maintaining at least three sprints worth of work that is always "ready for delivery" at the top of the backlog.
- Measure and regularly review the value provided by the squad, including return on investment for product developments and reviewing the value of suppliers are providing to the squad.
- Explain the strategic importance and specific business/customer objectives of each item on the backlog to the squad, connecting the whole squad to their purpose.
- Encourage and collaborate with the team to ensure they are self-generating ideas that deliver value for the backlog.
- Maintain strong market knowledge in Finance, Procurement and HR Technologies and Processes to influence and drive success and value from your products. This includes knowledge of Workday.

To be successful in this role, you will have established yourself as a credible Product Owner. It will be a strong advantage if you have experience of HR, Finance and Procurement Technologies – HCM/ERP – specifically Workday. Experience in the Healthcare sector would also be an advantage, but not essential.

### 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.

## Learning & Engagement Facilitators (London) x2

Location IWM (Imperial War Museums)  
Salary £25,927 per annum (Full-time) and £12,963.50 (18 hours per week)  
Hours 1 post 36 hours net per week and 1 post 18 hours net per week  
Department Learning & Engagement  
Position type Permanent  
Closing: 9am 16<sup>th</sup> June 2025

### Job Summary

IWM (Imperial War Museums)'s Participation team are looking for exceptional storytellers to join us as Facilitators.

We help people learn more about the impact of conflict on our world, through creative activities and learning experiences across all our sites.

You will deliver our programmes and provide operational support for the team. This will include an initial emphasis on school sessions and family activities, with opportunities to support community engagement, public performances and workshops, and helping with evaluation and our volunteers.

You will work with young people, families, schools, adults, and communities, supporting more people to engage with IWM.

We will provide comprehensive training and post probation, will provide opportunities to visit other organisations and meet colleagues, to enhance your understanding and knowledge of IWM's subject matter and collections and develop your creative practice.

### Your duties will include:

During your probation period you will focus on training to learn and deliver our schools sessions. Once training is complete there will be opportunities to support the development of our broader programmes working with our producers on both adult & youth and schools & family content. You will facilitate and deliver our programmes, on and off-site.

You will be expected to work alongside our operations team to ensure correct set up for each learning session, including briefing Front of House, arranging learning spaces and liaising with participants.

### Types of programme across the department include:

- Learning sessions, workshops, and activities for young people in education (6–18)
- Self-guided school and education group visits
- Activities and hands-on creative programmes for family and intergenerational audiences
- Creative programming, workshops, and events for young people (11-25)
- Creative programming, workshops and events for our adult and community audiences
- Digital activity for all our audiences

You will provide a high-quality, engaging learning experience for everyone.

At the end of each day, you will be expected to take down all session materials, debrief the Producers and evaluate each learning session.

You will adapt your approach for everyone you meet, including communities with experience of conflict, and work sensitively with IWM's subject matter.

You will provide additional meet and greet support for the team when needed.

You will build relationships with our audiences, partners, and communities, helping people and organisations connect with IWM.

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You will help make sure our programmes run smoothly, working closely with other IWM teams, and ensuring audiences understand the museum and our programme.

You will support our volunteers and freelance staff, establishing a good working relationship with them.

You will support administration for the team and programme, including evaluation and bookings.

You will help manage resources used by the team, including our Learning Spaces.

You will keep up to date with learning and engagement best-practice, taking part in training, meeting colleagues at other organisations, and developing your own approach.

You will be actively committed to health and safety and safeguarding, ensuring familiarity with all IWM's Health and Safety, and Safeguarding Policies and procedures.

This job includes the requirement for occasional evening work, particularly with adults, young people and communities. Advance notice will always be given when this need arises.

# Maternity Ward Clerk

Main area	Maternity
Grade	Band 2
Contract	Permanent
Hours	Full time 37.5 hours per week & Part time 22.5 per week Hours
Site	Queen Charlotte's & Chelsea Hospital
Salary	£29,583 pa inclusive
Salary period	Yearly
Closing	16/06/2025 23:59

## Job overview

You'll provide essential administrative support, manage patient records, coordinate admissions and discharges, and handle enquiries sensitively and professionally. Strong organisational skills, empathy, and excellent interpersonal abilities are vital to succeed within this role.

### Full Time -

You'll thrive in this position if you're adaptable to shift work covering both day and night shifts (8am–8pm / 8pm–8am) throughout the week, including weekends. Please note, this role requires full on-site presence with no hybrid working.

### Part Time -

You will provide effective and efficient clerical and reception support to the Maternity Outpatient Clinics, ensuring the administration processes meet the needs of all service users. This may require the post-holder to work at a different site in the event of absence. Previous clerical experience, particularly within healthcare, would be advantageous but is not essential. We offer thorough training, a supportive environment, and an opportunity to genuinely impact patient care.

Apply today to become an integral part of a team passionate about exceptional maternity care.

## Main duties of the job

- Effective delivery of clerical and reception duties for the clinic.
- Input and maintenance of accurate patient information on Trust information systems.
- Provision of excellent customer service to members of the public and staff who visit or contact the clinic.
- Contribution to positive patient experiences

## 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 / Qualifications

### Essential criteria

- Good educational standard of at least GCSE in English or Maths, or equivalent

## Experience      Essential criteria

- Demonstrable customer service experience
- Ability to prioritise work to meet tight deadlines
- Previous clerical experience

### Desirable criteria

- Previous experience in an NHS setting
- Experience with information databases
- Experience dealing with people in a healthcare or other stressful environments

### Skills/knowledge/ abilities Essential criteria

- Basic computer literacy
- Good interpersonal skills including professional telephone etiquette
- Ability to use initiative
- Clerical skills

### Desirable criteria

- Cerner experience
- Microsoft Office

## Part Time Fashion Modelling

Salary:	Not specified
Additional salary information:	£15 per hours
Hours:	Part time
Closing date:	03 July 2025
Location:	Golders Green, Northwest London
Remote working:	On-site only
Company:	Opportunity Peaks
Job type:	Contract
Job reference:	elite1 magazine

we looking someone interested about modelling & acting & tv presenter help anyone talented for stage about fashion modelling & acting presenter tv. r you ready for seriously try?



# Security Patrol Officer

Main area	Security Patrol Officer
Grade	Band 3
Contract	Permanent
Hours	Full time - 37.5 hours per week
Site	Trustwide
Salary	£30,039 - £31,088 pa inc
Salary period	Yearly
Closing	18/06/2025 23:59

## Job overview

We are one of four Major Trauma centres in London with over 14,000 staff working across 3 sites that include two Emergency departments.

You can expect a warm welcome at Imperial College Healthcare NHS Trust (ICHNT), our staff are friendly and welcoming. We listen to each other and work together to embed our Trusts values and behaviours. At ICHNT we appreciate our staff and reward them with an outstanding benefits package including:

- Pension and expenses
- Accommodation
- Childcare
- Parking
- Offers for staff

The Security department within the Trust is absolutely committed to delivering a professional service in line with the Trust values to ensure the safety and security of our patients, staff and visitors. We are looking for people who are committed to delivering excellent customer care, are caring and empathetic in their approach to situations and who take pride in what they do. We place a high value on treating all patients, customers and colleagues with respect and dignity, and seek people who strive for excellence and innovation in all that they do. On a daily basis you will be required to work closely with colleagues at all levels. Post holders will be required to work without supervision and use a high level of initiative in decision making. You will have the natural ability to be courteous and polite when engaging with people and able to work effectively within a team.

## Main duties of the job

You will be preventing crime by patrolling the Trust sites, securing windows and doors, monitoring CCTV; you must have professional curiosity, be comfortable with being a visual deterrent and acting on behaviour deemed suspicious or criminal. Where appropriate you should be confident in removing people from Trust premises in accordance with the Criminal Justice and Immigration Act 2008. You will have contact with patients with complex mental health needs providing support to clinical colleagues who are providing care to those patients.

### Basic duties will also include:

- To ensure that there is an effective and timely response to violent, aggressive and abusive behaviour and that necessary action is taken.
- Be familiar with Trust policies and ensure they are applied and/ or police are informed of the matter.

- Gather evidence and information to ensure a prosecution where appropriate.
- Leading on the initial investigations into missing patients, criminal activity and may be part of the hospital response to major emergencies.
- When a criminal offence has taken place on Trust premises, under Section 24 (A) of the Police and Criminal Evidence Act 1984, you could detain an individual until police arrive.
- Conducting security patrols through all hospital premises
- Assisting the police with their enquiries
- Assisting with lift entrapments
- Production of security and crime reports utilising online and technical reporting systems.

### **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/ Qualifications**

#### **Essential criteria**

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

#### **Desirable criteria**

- Health & Safety certification
- Fire training
- Basic Security training in accordance with SIA accreditation
- Certificate in HealthCare Security training or equivalent
- Knowledge of legislation associated with security in a healthcare setting
- CCTV operation

### **Experience**

#### **Essential criteria**

- Experience as a security officer or in a customer- facing role.

#### **Desirable criteria**

- Experience of working in a complex or similar type of organisation

### **Skills/Knowledge/ Abilities**

#### **Essential criteria**

- IT skills including Microsoft and internet use.
- Ability to produce clear and concise reports
- Ability to work with minimum supervision
- Ability to prioritise your workload
- Ability to follow written and oral instructions
- Able to solve problems and make key decisions under pressure.
- Ability to work as a member of a multi-disciplinary team.
- Ability to assist in the investigation and management of crime

# Sales Assistant

Hours: Part-Time 12 hours with the opportunity to work more hours.  
Location: Hammersmith, London, W60QW  
Salary: £9.70 - £12.65 per hour  
Retail Store Team  
Permanent Contract

## About the Role

**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

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.

## 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 plan, steered by us and driven by you!

# Cleaner (Mornings)

Locations Central London SW1P 4JU

Salary £13.85 per hour

Hours Per Week 15

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

Working Days Monday, Tuesday, Wednesday, Thursday, Friday

## About The Role:

Are you passionate about maintaining cleanliness and ensuring a hygienic environment? We are 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

# Cleaner

Location	Central London WC2R 1LA
Salary	£13.85
Hours Per Week	15
Shift Pattern	Monday to Friday 05:00 to 08:00
Working Days	Monday, Tuesday, Wednesday, Thursday, Friday

## About The Role:

As a Cleaner, you will be responsible for maintaining high standards of cleanliness and hygiene across various areas.

## Key responsibilities:

- Perform general cleaning duties, including sweeping, vacuuming, mopping, dusting, touch point sanitation, toilet cleaning, descaling, and window cleaning
- Clean and sanitise restrooms, kitchens, and other common areas
- Empty and dispose of rubbish and recycling materials
- Replenish supplies such as soap, toilet paper, and paper towels
- Ensure all cleaning equipment is used and maintained correctly
- Follow health and safety regulations, including COSHH guidelines
- Report any maintenance or repair needs to the supervisor promptly
- Collaborate with team members to complete tasks efficiently
- Conduct regular checks to ensure all areas are clean and presentable

## The ideal candidate should meet the following criteria:

- You must have the right to work in the UK
- Positive and proactive attitude towards work
- Keen attention to detail to ensure high standards of cleanliness
- Ability to work independently and as part of a team
- Good communication skills to interact with colleagues and supervisors
- Reliable and punctual, with a strong work ethic
- Basic understanding of health and safety regulations

# Cleaner

Location	Central London NW1 4RT
Salary	£13.85
Hours Per Week	20
Shift Pattern	Monday to Friday 18:00 - 22:00

## About The Role:

We are currently recruiting for a Cleaner to support at our client's site.

As a Cleaner, you will play a crucial role in providing safe, clean environments in which our customers can thrive in their workspaces.

## Your key responsibilities will include, but are not limited to:

- Tidying up work areas, cleaning floors and communal areas.
- Vacuuming, sweeping, mopping, emptying bins and other tasks as required.
- You may come into regular contact with customers so you must be able to assist them if needed.
- You must complete all relevant Health & Safety records and attend training courses when needed.

## The ideal candidate should meet the following criteria:

- You must have Right to Work in the UK.
- A background in cleaning would be advantageous.
- Attention to detail and thoroughness in completing tasks.



# Morning Concierge — Luxury Residential Development

**Location** Queen's Park  
**Salary** £28,000  
**Hours** 7:00 AM – 3:00 PM |

We are seeking a professional and proactive Morning Concierge to join the front-of-house team at a prestigious residential building in Queen's Park. This is an excellent opportunity for someone with a strong customer service background and a passion for delivering a five-star experience in a high-end environment.

## Key Responsibilities:

- Welcome residents and guests with warmth and professionalism
- Handle parcel and key management with accuracy and efficiency
- Monitor building security including CCTV and visitor access
- Liaise with contractors and manage visitor bookings
- Support the smooth running of daily front desk operations

## Requirements:

- Previous experience in a residential concierge or customer service role
- Immaculate presentation and excellent communication skills
- Strong awareness of health and safety/security protocols
- Ability to remain calm and organised under pressure
- SIA licence (desirable but not essential)

## Benefits:

- Competitive salary of £28,000
- Working hours: 7:00 AM – 3:00 PM
- Opportunity to work in a well-managed, luxury development

# Accounts Assistant

Working Hours: 7.5-hour workday, flexible between the hours of 8:30 and 6pm (typically 8:30am to 5pm)

Salary £28k – £30k dependant on experience

## About the job

We are looking to recruit an Accounts Assistant to join our friendly Finance team. This is a full-time role and we are looking for an all-rounder who is happy to get involved with all aspects of a busy finance team which is responsible for accounts payable, accounts receivable, weekly payroll for up to 500 people + monthly payroll, credit control and any other finance related duties. We are looking for someone with ideally 3+ years experience in any Accounts team related role, who would like to expand their knowledge and join a fun, vibrant company.

The successful Accounts Assistant will be responsible for, but not limited to: inputting purchase invoices, reconciling invoices to supplier statements, producing sales invoices, liaising with third party providers, clients and suppliers, credit control, cash book maintenance, bank reconciliation, assisting with payroll and other ad hoc duties as required.

## About Us

We are an award-winning recruitment consultancy that provides staff to high-end residential buildings across London.

What we offer:

- Flexible working hours
- 25 days annual leave + bank holidays
- Private healthcare
- Employee assistance programme
- Season ticket loan
- gym membership contributions
- Daily unlimited snacks / fresh fruit
- Lots of social events

**\*Due to the large number of applications received we are unable to respond to every applicant. We apologise in advance. \***

# Playworker

**Annual Salary:** £16,543 - £17,679 (£14.94 per hour unqualified, £16.03 per hour qualified)

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

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

## What to expect in this role

Day-to-day, you'll help plan and deliver socially inclusive, fun and educational play services that promote children's participation, well-being and happiness. You will also make sure children can explore a wide range of positive activities and develop friendships.

Activities include arts and crafts, sports, field trips, simple cooking, educational activities, and imaginative play. You will also inspect play equipment, implement safeguarding and safety policies, support children with personal needs, administer medication and other duties as required.

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

## The person we are looking for

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

## About PACE

We are a local, grass-roots charity providing high-quality, inclusive play services in Camden to children aged 2 to 18 years.

Our team is what makes our work possible, and we look for passionate, experienced team members to ensure we deliver exceptional services to our community. In return, we offer an extensive package of benefits including:

- free sessions for your children while on duty,
- the London Living Wage,
- 5% contribution to your pension,
- flexible leave arrangements,
- 6 days paid sick leave (pro rata),
- ongoing professional development and training,
- Cycle to Work Scheme,
- employee assistance programme.

We like to have our staff grow with us and promote from within. We are committed to Equality, Diversity and Inclusion, and recruit team members in line with our policy statement on Equal Opportunities and Human Rights

## 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.

## Store Assistant

Salary Details: £14.05 - £14.35 per hour

Contract Type: Permanent

Locations: Finchley Road

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)

## Vacancy Specification

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.

# Store Management Apprentice

Salary Details: £8.87 - £12.76 per hour  
Contract Type: Fixed Term Contract  
Locations: Finchley Road

## Vacancy Specification

One thing's for sure as a **Store Management Apprentice in Retail** you'll never be bored. Balancing theory with practical store work, you'll be expected to work hard on this three-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 3 Retail Team Leader qualification and be working as a fully-fledged Deputy Store Manager with real opportunities for progression in the future.

**Please note you will need GCSEs in Maths and English, grade 4 and above (minimum grade C or equivalent) to be able to undertake the apprenticeship.**

# Art Fashion Textiles Sewing Instructor.

**Location:** various school locations.

**Job Type:** Fixed-term contract

(10 weeks per school term)

**Hours:** 4:00 PM – 5:00 PM (After-school club)

**Salary:** £30.00 per hour minimum of 2 hours preparing and clearing required.

*Payment increases to £40.00 per hour after your first term probation.*

## Job Summary:

We are looking for a creative and enthusiastic Art Fashion, Textiles, **Designer with Sewing Skills** to lead an after-school club for primary and secondary school students. The successful candidate will deliver engaging sewing and design sessions, encouraging creativity and practical skills in a fun and supportive environment.

## Key Responsibilities:

Plan and deliver weekly sewing and design workshops.  
Teach hand and machine sewing techniques to students of different skill levels.  
Encourage creativity and independent design projects.  
Maintain a safe and inclusive learning space.  
Manage materials and equipment.  
Follow the school's safeguarding policies and procedures.

## Essential Requirements:

Strong sewing skills (hand and machine sewing).  
Experience working with children in an educational or workshop setting.

**DBS Enhanced Check (required).**

**Safeguarding Training (NSPCC or equivalent).**

Ability to commit to a **10-week contract per school term** (4:00 – 5:00 PM).

Excellent communication and classroom management skills.

## Desirable Skills

Knitting and crochet experience.  
Hand and machine sewing  
Graphic art or textile design skills.

Please kindly note start time depends on the school's schedule. earliest time.  
Examples are 3.30pm, 3.45pm. 4.00pm or 4.30.

Lesson time 1 hour

Preparing before class starts 30 mins and clearing after class 30mins.



# Switchboard Operator

**Location** Park Hyatt London River Thames

**Department** Guest Service Operations

**Hours** Full-time

**About Park Hyatt London River Thames**

London River Thames offers 203 luxurious rooms, including a presidential suite and two signature mega-suites, with stunning views of the River Thames and central London. Nestled in a convenient location in the heart of the city, the hotel features exquisite dining options across two restaurants and two bar outlets, state-of-the-art event spaces, and a serene spa and wellness floor. Alongside our hotel offering, we are also in the process of launching a unique residential experience, creating a dynamic and evolving luxury environment for longer staying guests.

## Duties and responsibilities related to the Switchboard Operator role

- Answer incoming calls promptly and courteously.
- Direct calls to the appropriate department or individual.
- Manage switchboard console and other telecommunication devices effectively.
- Keep accurate records of all calls, including details of the caller, recipient, and the nature of the call.
- Liaise with internal departments and external organizations as needed to facilitate smooth communication flow.

## About you

Previous experience in a similar role is preferred. Excellent customer service skills, attentiveness, and proficiency in operating switchboard equipment and related technology.

## Benefits of the Switchboard Operator 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

# Linen Porter

<b>Location</b>	<b>Park Hyatt London River Thames</b>
<b>Department</b>	<b>Housekeeping/Laundry</b>
<b>Hours</b>	<b>Full-time</b>

Park Hyatt London River Thames offers 203 spacious and comfortable rooms, including two ambassador suites and a presidential suite. With stunning city and river views, signature Charlie Whinney pieces, and a convenient location in the heart of London, the hotel is an ideal launchpad to explore the city, with nearby attractions including Big Ben, Buckingham Palace and Kings Road. The hotel boasts exquisite dining options, state-of-the-art events space and an indulgent spa with relaxation lounges, spa rooms and indoor pool.

## Duties and responsibilities related to the Linen Porter role

- Assisting with laundry operations, including sorting, washing, drying, folding, and distributing linens and towels
- Ensure timely delivery of clean linen to floors, housekeeping stations, and guest areas
- Record and report linen usage, shortages, and damages
- Organise and maintain the linen storage area to ensure cleanliness and order
- Assisting with inventory management by stocking housekeeping trollies.

## 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 Linen 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

# Security Officer

Location Hyatt Regency London Blackfriars

Department Security

Hours Full-time

Duties and responsibilities related to the Security Officer role

You are responsible for preventing avoidable loss to the hotel, guests and colleagues, whilst aiming to provide a safe, hazard free environment according to the agreed policies of SCH/procedures/objectives. Some of the key processes include but are not limited to:

- Accountable to carry out frequent patrols of all guest floors, public and service areas within the hotel, including irregular checks of the perimeter. Ensure guest rooms, offices, service cupboards and any other appropriate doors are locked and free of fire and health hazards
- Responsible for investigating all reported or alleged cases of crime or potential crime including theft, loss, damage to either guest, staff or hotel property
- Accountable to assist staff, visitors and contractors with the verification, preparation, issue and recoveries of id cards, visitors pass and pass out forms
- Responsible for carrying out frequent patrols of all guest floors, public and service areas within the hotel, including irregular checks of the perimeter
- Responsible to ensure no unauthorised persons enter the company premises and to ensure that all persons properly seeking admission are courteously received and assisted
- Accountable to conduct daily fire patrols, including fire safety equipment, report any faults and follow up to ensure they have been addressed
- Accountable to be trained to certificate standard in first aid

## About you

You have already gained first work experience in the same or similar role, preferably within a hotel environment. With your good working knowledge of firefighting equipment and procedures you will be able to respond to an emergency immediately. You will already have a SIA license (Door Supervisor) and preferably have good knowledge of current laws and legislations. Your working knowledge of CCTV and relevant computer programs make your profile complete.

## About Hyatt Regency London Blackfriars

Hyatt Regency London Blackfriars is located directly outside Blackfriars station, a few minutes away from Bank and is a short stroll from St. Paul's Cathedral, the Tate Modern and South Bank. The Grade II-listed five-star hotel is steeped in regal history, residing on the former grounds of King Henry VIII's Bridewell Palace. The hotel offers 205 stylish guest rooms and suites, 4 meeting spaces, 2 restaurants and 1 signature bar.

# Painter and Decorator

Location	Andaz Liverpool Street
Department	Engineering/Facility Maintenance
Hours	Full-time
Salary	£31,800 + Tronc

At Andaz, which translates from Hindi as "personal style", we empower each colleague to be their authentic self and create memorable, personable experiences for our guests.

## Just some of the benefits you will enjoy as a Painter and Decorator at Andaz London Liverpool Street, a concept by Hyatt Hotels

- 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!
- Free meals on duty
- 50% discount on food and beverages when you dine as a guest at selected Hyatt Hotels
- Uniform provided and laundered complimentary
- Headspace membership and access to our Employee Assistance Programme
- Continuous learning and development opportunities to provide you with a clear career path as well as job promotion opportunities across Hyatt Hotels worldwide

## About Andaz London Liverpool Street

Joining Andaz London Liverpool Street is choosing a 5-star lifestyle hotel located in the heart of vibrant East London. With five different Food & Beverage concepts ranging from Brasserie, Café Bar, Wine Lounge, Gastropub to Japanese cuisine, guests have a wide range of dining options to suit their every need.

At Hyatt '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!

Being part of Hyatt means always having space to be you. We are passionate about diversity, equity and inclusion. Our global teams are a mosaic of cultures, ethnicities, genders, ages, abilities and identities.

Join a team that is making travel more human. Connected. Sustainable. Here, everyone's role matters. Opportunities are yours to shape. Your individuality is celebrated. At the heart of Hyatt is our shared belief that hospitality is more than just a job – it's a career for people who care.

# Part Time Social Media Design Executive

Salary: £14.85 Per Hour

Hours: Part time

Closing date: 02 July 2025

Location: University College London, Gower Street, London WC1E 6BT,

Company: Compass Group

Job type: Permanent

**Working Pattern :** 3 days a week with flexibility to work 1 day from home, 9-5

At Gather & Gather, we are known as one of the UK & Irelands most distinctive workplace catering experts, we are passionate about great food and great coffee and putting our employees and customers at the heart of everything that we do. We are currently recruiting for a Social Media Design Executive to join us at a prestigious university contract in London.

## Key Responsibilities:

- Lead the rollout, management, and ongoing development of the university group app, ensuring a user-friendly experience and strong student engagement.
- Develop and oversee the social media strategy across university site
- Ensure high-quality visual and written content is used across digital marketing channels, including social media, the app, and kiosks.
- Act as the key point of contact for all digital marketing and app-related initiatives across university and college sites
- Communicate with company marketing leads to guide best practice and ensure alignment
- Work with sustainability manager on digital campaigns.

## Our Ideal Candidate:

- Excellent content creation skills, including writing, graphic design, and video production.
- Experience in managing digital projects, including app rollouts, website updates, and digital signage.
- Proven experience in digital marketing, social media management, or app development within the education, hospitality, or retail sectors.
- Strong understanding of social media platforms, trends, and digital engagement strategies.

## Desirable Qualification:

- Experience in student-focused marketing or the higher education sector is an advantage.

# Part Time Team Member

Hours: Part time

Closing date: 24 June 2025

Location: London, , NW1 8JD

Company: Mitchells & Butlers PLC

Job type: Permanent

**No CV to hand? No problem! We've made our application process mobile friendly and removed the need for a CV. Our form takes 2 minutes to complete and tells us all we need about you!**

As a Part Time Team Member at the Engineer, you will become a master of all trades. You'll offer a warm welcome and excellent service in our restaurants and with support and training from us, you'll be able to help out in the kitchen and on the bar too!

## WHAT WILL I BE DOING? AS A TEAM MEMBER YOU'LL...

- Greet, serve and look after our guests ensuring they can't wait to come back.
- Maintain the highest standards of cleanliness and safety.
- Support the kitchen preparing, cooking and presenting food.
- Work with our team to create a friendly atmosphere our guests will love.

Join us at Castle Pubs, where each one of our pubs has its own story to tell. Think distinctive pubs packed with individuality, like minded regulars and a unique atmosphere. If you've got pints of personality, we want to hear from you.

## WHAT'S IN IT FOR ME?

- Flexible shifts - to fit around you.
- Love dining out? You'll love it even more with a massive 33% discount across all our brands. Whether its date night at Miller & Carter, a family roast at Toby Carvery or socialising with friends in the city at All Bar One, we've got you covered.
- 20% discount off all of our brands for friends and family.
- Wagestream – a financial toolkit that helps you manage your finances and allows you to access your earned pay when you need it.
- Team Socials – work hard, play hard!
- On top of this, as part of Mitchells & Butlers you will receive a pension; 28 days paid holiday; high-street shopping discounts; and we even give you free shares! There's also a free employee helpline- to support you with whatever life throws at you.



# Merchandising Admin Assistant

Advertising End Date: 30 Jun 2025  
All Locations: Head Office (Regents Park)  
All Departments: Commercial operations (including retail and admissions)  
Salary Details: £27,300 per annum  
Vacancy Type: Permanent  
Workplace type: Hybrid

## Purpose of the role

We are looking for a detail-focused, highly organised Merchandising Admin Assistant to play a key role in supporting our merchandising team in delivering a successful, commercially driven product range.

In this role, you'll help maximise ZSL's retail profitability by ensuring efficient stock management and smooth coordination of product intake. Working closely with Merchandisers, you'll contribute to forecasting, analysis, and the delivery of a product range that meets both commercial goals and customer expectations.

Your support will help ensure the right products are in the right place at the right time, driving sales and supporting ZSL's wider mission to restore wildlife and inspire conservation through our retail operations.

## Key responsibilities:

**Stock Intake Coordination:** Manage purchase orders and track deliveries to ensure timely and accurate stock intake. Liaise with suppliers and the warehouse to resolve issues, monitor delivery schedules, and ensure system accuracy.

**Delivery Oversight & Issue Resolution:** Act as the key contact for delivery queries, proactively communicating updates and resolving delays or discrepancies. Flag risks to the Merchandising team and align deliveries with warehouse capacity and critical timelines.

**Store Stock Management & Collaboration:** Support stock optimisation by maintaining strong relationships with store and Operations teams, conducting regular site visits, responding to store needs, and planning stock levels around key events and openings.

**Reporting & Performance Analysis:** Create and maintain reports on sales, stock, and intake for trade meetings and daily updates. Analyse key performance metrics, support vending machine reporting, and recommend process improvements through strong system knowledge.

**Team Support & Market Insight:** Provide general support across the merchandising team, maintain key systems and product data, assist with store communications, and conduct competitor research and market analysis, including attending trade shows.

## About You

- Previous experience in Merchandising or a similar admin role.
- A retail background or relevant work experience.
- Strong communication skills with the ability to work effectively across departments.

**Issue Date** Friday 06<sup>th</sup> June 2025

- Ability to identify problems and implement appropriate solutions.
- Proficient in Microsoft Excel and confident handling large sets of data.
- A full, clean driving licence as travel to both London Zoo and Whipsnade Zoo is required.

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

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.

### About Us

We're ZSL, an international conservation charity. Through our unrivalled animal experts in our two zoos (London Zoo and Whipsnade Zoo), the work of our pioneering scientists, our dedicated conservationists, our purpose is to inspire, inform and empower people to stop wild animals going extinct. Our vision is a world where wildlife thrives and we're working every day to achieve this. From investigating the health threats facing animals, to helping people and wildlife live alongside each other, we are committed to bringing wildlife back from the brink of extinction.