



VACANCIES

Issue Date:

Friday 20th 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

Nursery Lunchtime Assistant

Salary £12.21per hour + amazing ben

Location Westminster W2 5AU

Hours: Part Time (16 hours per week Mon-Fri 11:30 - 2:30pm plus one hour agreed weekly

Closing Date: 30th June 2025

A bit about the role

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

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

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

You will need:

The right to work in the UK

- To be able to work all year round
- A strong work ethic
- An ability to safeguard and protect children
- To be positive, reliable and friendly

What's in it for you?

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

Early Years Assistant - Nursery and Pre-School - Part Time

Salary £12.21 per hour + amazing benefits

Location: Lambeth, SW12

Hours: Part Time

Closing: 31st July

A bit about the role

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

What's in it for you?

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

Clerk of Works

Number of Positions:	1
Contract Type:	Permanent Full Time
Contract Details:	Monday to Friday 9:00 - 17:00
Salary:	£54,545
Working Hours:	35
Location:	Westminster Bridge Road
Closing Date:	30/06/2025

Your typical day could start with a site visit to oversee ongoing works, ensuring the quality and compliance of building projects align with agreed standards and specifications. After that, you might meet with contractors and project managers to review progress and address any variations or issues on-site. Later in the day, you could be liaising with residents, explaining the scope of upcoming works, addressing their concerns, and ensuring they are satisfied with the quality of service being provided.

As a Clerk of Works, you'll be responsible for ensuring that Peabody's projects meet the highest quality and compliance standards. You will work at the forefront of our investment projects, monitoring the quality of work delivered by our contract partners and ensuring all work complies with regulatory requirements and health and safety standards. Each day, you will play a crucial role in overseeing projects, managing relationships with key stakeholders, and ensuring our customers are fully informed and satisfied with the work being delivered.

Your role will involve managing the quality and compliance of allocated investment projects as part of Peabody's capital and revenue investment programme. This includes ensuring projects meet health and safety requirements, maintaining compliance with contractual and statutory obligations, and addressing any issues that arise during the project's lifecycle. If you're passionate about ensuring high standards and delivering excellent customer service, we want to hear from you.

This role requires a Basic DBS and valid Full UK Driving Licence.

To be successful in this role, you'll need to be:

- Able to work independently, with sound judgement and initiative.
- A strong communicator with excellent written and verbal skills.
- Highly organised, with proven time management and prioritisation skills.
- Experienced in delivering excellent customer care, valuing diversity, and managing stakeholder relationships.
- Knowledgeable in building construction, best practices, and regulations, with experience in roles such as Clerk of Works, Site Manager, or Quality Inspector.

Desirable qualifications

A Professional membership with CABE, RICS, CIOB; Training & Qualifications including NEBOSH, Site Management Safety Training Scheme (SMSTS); with previous experience in a similar role preferred, alongside a construction-based Degree, Masters, HNC/HND.

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

If you are personable, reliable and take pride in providing outstanding service, we'd love to hear from you. **Apply now** to join this established team in a premium setting.

Project Officer

Number of Positions:	1
Contract Type:	Permanent Full Time
Contract Details:	Monday to Friday 9:00 - 17:00
Salary:	£37,376
Working Hours:	35
Location:	Westminster Bridge Road
Closing Date:	30/06/2025
Vacancy Category:	Asset Management
Service Area:	Asset Management
Directorate:	Investment

Our Vacancy

Are you passionate about delivering exceptional customer service, driving change, and making a tangible impact? We're looking for a Project Officer to join our Asset Investment team and play a key role in managing and delivering successful housing projects.

As a Project Officer, you will support the Asset Investment team in achieving departmental objectives and ensuring outstanding customer satisfaction. You will collaborate with internal and external stakeholders, providing essential project support to deliver high-quality investment works across our housing stock.

To be successful in this role, you're:

- Able to build and maintain strong relationships with stakeholders, ensuring customer needs are supported.
- Proactive in delivering excellent customer service by resolving queries and managing expectations effectively.
- Skilled at ensuring accurate record-keeping, data tracking, and reporting to meet KPIs.
- Capable of managing contract partners and consultants to deliver projects on time and within budget.
- Competent in supporting project administration, including financial processes, procurement, and risk management.
- Effective in working closely with Resident Liaison Officers to engage and communicate with residents about projects.

What We're Looking For

We're seeking an enthusiastic, detail-oriented individual with a proven track record in delivering excellent customer service and supporting complex projects. You will excel at building positive relationships, managing multiple priorities, and solving problems effectively. Proficiency in Microsoft Office, data interpretation, and working with contractors or consultants is essential. A strong understanding of Health & Safety and relevant legislation is key, while experience in the construction or social housing sector is highly desirable. If you're a proactive, organised team player with a passion for delivering high-quality work, we'd love to hear from you.

PLEASE NOTE: As an employer, Peabody does not provide sponsorship as a licenced UK employer.

Nursery Administrator - Nursery and Pre-School Part Time

Salary: £12.21 per hour + amazing benefits

Location: Brixton, SW9

Hours: Time (Mon to Fri – 9am until 1pm)

Closing: 31st July 2025

A bit about the role

- "I like the teamwork here. They've given me a lot of skills to help develop my career." - Estefania, Early Years Assistant
- You'll be an important part of the team and help nursery management with the smooth day-to-day running of the nursery.
- You'll use your customer service experience to support our families. You'll be the friendly face greeting parents and children as they come through our doors, and you'll be there to deal with any queries.
- You'll enjoy interacting with the children every day, and you'll ensure the nursery teaching team have all the supplies they need to provide wonderful learning experiences.

You will need:

The right to work in the UK

Administrative experience in a customer-facing role

To be organised and able to stay calm under pressure

To be positive, reliable and friendly

Personal Assistant

Number of Positions:	1
Contract Type:	Permanent Full Time
Contract Details:	Monday to Friday 9:00 - 17:00
Salary:	£40,000
Working Hours:	35
Location:	Westminster Bridge Road
Closing Date:	30/06/2025

Are you a highly organised, proactive, and experienced Personal Assistant? We are looking for a skilled PA to provide support to two senior Directors, ensuring the seamless management of their offices and the successful running of their teams.

As a Personal Assistant, you will act as the ambassador for the Directors, optimising their time and workload while managing daily administrative tasks for their teams. You'll handle everything from diary management to collating data and statistics and from meeting organisation to budget oversight.

You're a flexible and cooperative team player with strong senior-level PA experience managing multiple individuals. You'll be proactive, professional, with the ability to work independently and committed to delivering exceptional service. With confidence interacting at all levels, you'll have excellent time management skills and a calm, positive approach to meeting dynamic demands. You will possess exceptional attention to detail, discretion in handling confidential information, and proficiency in Microsoft Office. Experience of working in asset compliance and building safety or a knowledge and understanding of the construction industry is a plus. This role will require you to be in the office a minimum of 2 days a week.

Key Responsibilities

- **Diary Management:** Optimise schedules, prioritise tasks, and handle key communications.
- **Collating Data for Reporting Purposes:** Track compliance, building safety, KPIs, and business risks.
- **Project Coordination:** Ensure team priorities and project milestones are on track.
- **Report Assistance:** Format and proof-read board and committee reports for accuracy.
- **Meeting Organisation:** Arrange venues, travel, prepare agendas, and record minutes.
- **Team Management:** Handle onboarding, records, and performance tracking.
- **Financial Administration:** Raise purchase orders, manage budgets, and process expenses.

Concierge

Number of Positions:	2
Contract Type:	Permanent Full Time
Contract Details:	Shift patterns: Monday to Sunday, 7.30am to 10pm
Salary:	£26,795
Working Hours:	35
Location:	Wembley
Closing Date:	01/07/2025

Peabody is committed to delivering excellent front-of-house services that reflect the needs and expectations of our residents. As part of our neighbourhood and customer service transformation, we're investing in people who are customer-focused, responsive, and passionate about service quality.

Your typical day could include greeting residents and visitors, managing deliveries and access systems, or carrying out patrols and checks to maintain safety and standards on site. You might also be coordinating with internal teams about maintenance issues, checking CCTV, or logging and resolving complaints at the front desk.

As a Concierge Officer, you'll be the face of Peabody at our mixed-tenure developments, delivering an approachable and professional service across several South London estates. You'll support a safe and welcoming environment by acting as the key point of contact for residents and stakeholders — from handling daily queries to responding swiftly to safeguarding or security concerns.

You're proactive, reliable, and calm under pressure. You enjoy helping people, managing day-to-day operations, and working closely with colleagues across departments. If you're passionate about customer service and want to make a difference to our residents' everyday experiences, this could be your next opportunity.

To be successful in this role, you're:

- Experienced in delivering customer service in a residential concierge or similar front-of-house setting
- Comfortable using Microsoft Office and other basic admin systems (e.g. Outlook, Word, Excel)
- Flexible and willing to work shifts, including weekends and to cover annual leave or sickness
- Highly organised, with great attention to detail and the ability to manage tasks under pressure
- Skilled at handling face-to-face resident enquiries and resolving issues effectively
- Calm, courteous, and professional in your communication and appearance
- Confident in managing building safety, including CCTV monitoring, key/fob management, and reporting concerns or incidents
- A team player who can work closely with internal services and external contractors to get things done

There are two positions available and their roles require regular on-site presence at various Northwest London locations. Physical fitness may be needed, as some heavy lifting is required.

Lunchtime Assistant - Nursery and Pre-School - Part Time

Salary: **£12.21 Per hour**

Location: Lambeth, SW9

Closing Date: 31st July 2025

Hours: Part Time (2 pm - 5 pm Monday -Friday) - £12.21 per hour (to support during teatime preparations, serving and washing dishes)

A bit about the role

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

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

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

What's in it for you?

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

Day Concierge

Location: South West London
Salary: £26,000 – £27,800
Reporting to: Estate Manager / Building Manager

Position Overview:

We are seeking a professional and proactive Day Concierge to act as the face of the building and deliver outstanding customer service to residents, guests, and visitors. The successful candidate will ensure smooth front-of-house operations, maintain security and safety, and contribute to the overall positive experience within the development.

Key Responsibilities:

- Provide a warm, courteous welcome to residents, guests, and visitors.
- Manage reception duties, including handling calls, emails, and face-to-face enquiries in a prompt and professional manner.
- Assist residents with deliveries, parcels, bookings, and general queries.
- Ensure the reception, lobby, and communal areas are always clean, tidy, and well-presented.
- Monitor CCTV, control access to the building, and conduct regular patrols to ensure security.
- Liaise with contractors and service providers, ensuring work is carried out to standard and safely.
- Respond swiftly to emergencies or incidents, escalating as appropriate.
- Support the Estate/Building Manager in daily operations, reporting any issues as needed.
- Maintain a smart appearance and wear the company-provided uniform at all times.

Key Skills & Attributes:

- Previous experience in a concierge, front-of-house, hospitality, or customer service role, ideally in a residential or high-end setting.
- Excellent communication and interpersonal skills.
- Strong organisational skills with the ability to multitask and remain calm under pressure.
- A proactive, flexible, and solution-focused approach.
- Basic IT skills, including familiarity with MS Office and front-desk systems (training provided).
- Good understanding of security, health & safety, and emergency procedures.

Benefits:

- Competitive salary
- 28 days holiday (including bank holidays)
- Company-provided uniform
- Pension scheme
- Ongoing training and development opportunities
- Employee wellbeing support
- Opportunities for career progression within the organisation

Evening Concierge

Location: Islington

Salary: £29,000 – £31,000 per annum

Schedule: Monday to Friday, 1:00 PM – 9:00 PM

Start Date: June 27 onwards

A prestigious, modern gated residential development in the heart of Islington is seeking a professional and reliable Evening Concierge to join their team. If you have a passion for delivering excellent customer service while ensuring the security and smooth operation of a residential development, we'd love to hear from you.

Benefits

- Competitive salary: £29,000-£31,000
- 20 days holiday + Bank Holidays
- Pension scheme
- Opportunity to work in a prestigious, gated development in central London
- Stable, long-term role with autonomy and responsibility

What You'll Do:

- Deliver exceptional front-of-house service to residents and visitors
- Maintain cleanliness and presentation of communal areas and the lobby
- Manage key handling, deliveries, and respond to resident queries
- Monitor building access and security systems to ensure resident safety
- Keep security incident logs and follow safety protocols
- Perform light duties such as litter picking and general tidying
- Maintain a strong handover with the Building Manager for smooth operation
- Take ownership of the building during evening hours, managing all aspects autonomously

Who You Are:

- Experience in a concierge, front-of-house, or customer-facing role (preferably in residential or hospitality settings)
- Excellent customer service and interpersonal skills
- Confident and professional in communication and appearance
- Proficient in IT systems such as email, logging software, and Microsoft Office
- Knowledge of building access control and security systems
- Ability to monitor CCTV, manage visitor access, and handle minor incidents
- IOSH certification (Managing Safely or similar) is highly desirable
- Punctual, reliable, and able to work independently

If you are a self-motivated individual who thrives in a dynamic environment and has a passion for high-end service, we encourage you to apply for this exciting opportunity.

Weekend Porter – Prestigious residential development,

Location: High Street Kensington

Hours: Saturdays 09.00 to 17.00 and Sundays 10.00 to 16.00. Contract:

This is temp to perm position

A luxury residential development is looking for a professional and reliable Weekend Concierge to join their front-of-house team. This is a fantastic opportunity for someone who takes pride in delivering high-quality service in a calm, well-managed environment.

Key Objectives

- Security & Safety
- Building Hygiene
- Service

Duties:-

1. Meet and greet all Residents and Visitors, assist Residents with loading and unloading luggage and shopping.
2. Control parking areas according to agreed rules (monitor forecourt, garage areas making sure only appropriate people use the parking areas).
3. Maintain, check and implement security, fire and safety systems e.g. CCTV, front door entry system, smoke vents etc.
4. Manage the collection and removal of bagged refuse twice daily from apartments. Rubbish to be collected at 09.00, 14.00 and 16.00 each day.
5. Maintain entrance hall floor, doors, windows and lift to a high standard of cleanliness using disinfectant/anti-bacterial wipes on all hand rail surfaces, doorknobs/buttons and lift/entryphone panels.
6. Ensure common areas are kept safe and clean and clear from obstruction.
7. Ensure the front parking and garage areas are kept clean and safe. Regular sweeping of garages and forecourt, keeping areas clear of leaves and snow and ice when required and gritting accordingly.
8. Ensure internal and external lighting systems are operating to set standards for safety.
9. Monitor any contractors that are on site to ensure that discipline, safety and security are maintained and record any issues.
10. Carry out all reasonable requests from Residents within the confines of the building and garden.
11. Be familiar with the major services and systems controls within the block, e.g. electric, water, lift, roof area, fire dry risers, extracts etc.
12. Record any issues etc on a daily basis
13. Accepting deliveries and parcels on behalf of Residents
14. Overseeing the general security of the building and checking all security doors and windows are secure.
15. Ensure any contractors or utility personnel, e.g. Gas, Electrical, Water etc are given a copy of the notice warning them that there is asbestos within the building.
16. Ensure asbestos register is available to anyone requesting sight of this.
17. Visibly check gutters are kept clear.

Issue Date Friday 20th June 2025

18. Safe keeping of Residents keys in safe to be given out only on receiving permission from the Resident.
19. Changing light bulbs where easily accessible.
20. Changing timers to lighting if required.
21. Monitoring heaters on landings.
22. General gardening to include watering garden & pot plants- One hour to be spent each day of the weekend working hours.
23. Keeping forecourt and garage areas clear of leaves, snow and ice, when required and gritting accordingly.
24. Cleaning of common areas to ensure the areas are kept clean and tidy at all times.
25. Comply with any government guidelines issued in conjunction with your Board/Line Manager.

NB – since the Covid 19 pandemic the lift surfaces including buttons and handrail should be wiped down with disinfectant wipes on an hourly basis and special attention paid to the lift floor and any other surfaces that persons come in to contact with in the common areas to ensure these are kept as free as possible from bacteria

To oversee and politely request all residents/visitors/tradespersons etc to wear masks whilst in the common areas.

To carry out any other reasonable duties to include manageable maintenance issues.

The above list is not exhaustive and you may be required to carry out reasonable additional duties as and when required.

This role is ideal for someone with concierge or porter experience who enjoys working independently and delivering five-star service.

Night Concierge

Location: Notting Hill Gate

Salary: £30,000 – £36,000 per annum

Schedule: 4 nights per week – Wednesday to Saturday (7:00 PM – 7:00 AM)

A prestigious luxury development in Notting Hill, West London, is looking for a professional and reliable Night Concierge to join their on-site team. If you have a passion for delivering high-end customer service while ensuring the security and smooth operation of a building, we'd love to hear from you.

What You'll Do:

- Provide a warm, professional welcome to residents and visitors
- Monitor CCTV, access control systems, and alarm panels for security
- Conduct regular internal and external patrols of the property
- Manage deliveries, key logs, and building records
- Respond to resident queries or incidents with discretion and care
- Ensure communal areas are tidy, presentable, and safe overnight
- Maintain accurate shift reports and handover notes for day staff
- Assist in emergency procedures and liaise with management as necessary

Who You Are:

- Experience in a Night Concierge, Security Concierge, or similar role
- Comfortable working independently during overnight shifts
- Professional, with clear communication skills and a customer-focused attitude
- Familiar with security protocols (CCTV, patrols, and access systems)
- Calm under pressure and reliable, with the ability to handle incidents with care
- Physically able to patrol a multi-storey building

Benefits:

- Competitive salary
- 28 days annual leave (including Bank Holidays)
- Discretionary Christmas bonus
- Pension scheme
- Long-term career development opportunities in a premium residential setting
- Supportive working environment alongside a dedicated team

Clean Team Member

Location: Moorgate FWC | Facilities
Contract: Permanent contract
Hours: Part time 20 hours per week
Salary: £26,665.60 pro rata

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

As a Clean Team Member, you will:

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

Helping you feel good.

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

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.

Receptionist and Clinic Clerk Band 3

Main area Haematology **Contract** Permanent
Hours Full time - 37.5 hours per week (Monday to Sunday - Rotation)
Site Hammersmith Hospital
Salary £30,039 - £31,088 pa inclusive
Closing 01/07/2025 23:59

We are seeking an enthusiastic and bright individual who enjoys patient contact and working in a busy, friendly multi-disciplinary team environment to support us in the delivery of a high-quality service. Acting as the first point of contact for patient and visitors attending the Haematology Department.

Providing comprehensive administrative support and customer orientated reception services for the Outpatient, Day care and Ambulatory services within Haematology Department. Scheduling and facilitating patient attendance to the Haematology outpatient clinics and Day care unit. Assist with answering enquires from clinical teams within and outside the service.

Working Hours are on rotation between 08:00am-16:00pm; 08:30am-16:30pm and 09:00am -17:00pm Mon - Fri (include the occasional weekend and bank holiday).

Main duties of the job

- Check in/outpatients
- Booking outpatients appointments on Cerner
- Booking Day care appointment on Cerner and Chemo care.
- Confirmation calls to reduce DNA rates
- Providing a patient-facing service to Haematology patients
- Answering enquiries from patients and the clinical team via email and telephone; Administrative support to the Haematology outpatient department including patients and clinical team
- Ensuring all referrals, prescriptions and consent forms are uploaded on CDL
- Support the phlebotomy team
- Validation of data quality errors

Education/ Qualifications

- Good general education

Essential criteria

Desirable criteria

- GCSE Maths and GCSE English Language

Skills/Knowledge/ Abilities

Essential criteria

- Keyboard skills
- Ability to work under pressure
- Prioritisation skills
- Ability to cope with demanding workload
- Exceptional time management

Desirable criteria

- Microsoft windows skills
- Knowledge of Cerner

Experience

Essential criteria

- Experience of working in a customer focus environment

Desirable criteria

- Reception experience
- Experience of working in a healthcare setting

Sales Assistant

Location: Willesden

Hours per Week: 10 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 - £12.65 per 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.

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?

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!

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!

Communications Assistant

Positions	1
Salary	£28,000
Post Type	Concurrent (External + Internal)
Contract Type	Permanent
Working Pattern	Full Time
Leave entitlement	Starting at 30 days per annum
Pension	Civil Service Pension Scheme
Closing Date	6th July 2025 at 23:55

The Communications Assistant will work with, and learn from, members of the Enquiry Service Team, Press Office, Marketing & Digital Comms, Internal Comms and the Events and Office Manager. They will gain a thorough understanding of the department's work, teams' particular skills and responsibilities, and how they contribute towards achieving the Lords' strategic communication goals.

This is an opportunity to work on a hybrid basis depending on business need at Parliament! This is an exciting opportunity to embark on a career in communications in a busy but supportive comms office at the heart of the UK's political and constitutional system.

You'll be accountable to:

- Provide support for records, budget and other office management tasks as required.
- Provide support for events organisation.
- Manage office stationery supplies and ordering.
- Update legislation and other business information online.
- Use content management systems to update the Parliament website.
- Respond to public enquiries by phone and email.
- Prepare news stories for the website and the weekly newsletters.
- Prepare the media summary.
- Place media notices onto the website.

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

What we're looking for:

- Teamworking - ability to work well within a team and support other team members.
- Independent - ability to work independently.
- Flexibility - flexible, adaptable and able to deal with change.
- Interpersonal skills - good interpersonal and communications skills, both orally and in writing.
- Attention to detail - excellent attention to detail.
- Organisation skills - excellent time management, organisational skills and the ability to manage own schedule.

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

- An understanding of the House of Lords and UK Parliament and political environment in which they operate.
- Strong IT skills, including all Microsoft Office applications.

Catering Assistant - Community School

Salary: Competitive

Hours: Part time

Closing date: 20 July 2025

Location: London, NW6 7BQ

Company: Compass Group

Job type: Permanent

Pabulum Catering are now recruiting for a Catering Assistant to help us deliver exceptional food experiences to our children at Queens Park Community School.

In return we offer an excellent work life balance, support and a fantastic company culture for a business committed to providing healthy food to children. At Pabulum, you're important; without our employees we wouldn't be where we are today with such a strong, innovative, and constantly growing business.

Your key responsibilities will include:

- Preparing our delicious food
- Serving our lovely customers and providing a fantastic service
- Working well as part of team
- Cleaning up after service
- Replenishing counters
- Working on the tills and completing paperwork
- Complying with Food Handling and Hygiene Standards

Our ideal Catering Assistant will be:

- Passionate about food
- A fantastic communicator who works well as part of a team
- Able to work under pressure
- An exceptional timekeeper and reliable
- Friendly and approachable

Role details and benefits include:

- 22.5 hours per week
- Term time only
- £12.21 per hour
- Monday to Friday
- Holiday pay
- NEST pension scheme
- Comprehensive Employee Assist Programme
- Excellent work/ family life balance due to term time only contract

Issue Date Friday 20th June 2025

As you will be working in Education, you must provide two employment/character references and we'll also carry out an Enhanced DBS / Criminal Record Check as well (which we'll pay for).

Part Time Team Member

Location: Marylebone, London, United Kingdom
Hours: Part-Time
Salary: £12.25 P/H
Front of House
Added 2 days ago

About the Role

Part Time Team Member vacancy at GAIL's!

If you love interacting with customers daily and giving service with a smile, then please read on!

We are looking for Team Members who have a **passion** to join the GAIL's family and want to learn more. If you are motivated by **teamwork** and helping others, then look no further. With no day being the same, you must be **adaptable** and positive to deliver our fantastic products with high standards.

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

- Work life balance! All our bakeries close between 7pm and 8pm so you'll still have time to make plans with family and friends.
- Competitive salary
- Free meals on shift plus discount on all of GAIL's amazing food and drinks
- Free training to make sure you're always up to speed and aiming for the next level
- Team nights out – work hard, play hard!
- A wide range of high street retail discounts

Apprenticeships available alongside this role.

Part Time Kitchen Team Member

Location: Holborn, London, United Kingdom
Hours: Part-Time
Salary: £13.00 P/H

About the Role

If you love the smell of freshly baked bread and always work with a smile, then please read on!

We are looking for Kitchen Team Members who have a **passion** to join the GAIL's family and for great food made from quality ingredients. You should be motivated by **teamwork** and willing to help others. With no day being the same, you must be **adaptable** and positive to deliver our fresh food, bread and cakes to high standards whilst maintaining food safety standards.

You will be working at pace to prove and bake items for our beautifully presented displays. You'll know our products and recipes inside out and take initiative to learn more. Our bakeries open early so typically Kitchen Team Members will start early too – it will vary between bakeries but typically around 5:30am – 6:30am

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

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

Housekeeping Porter

Location: London River Thames
Department: Housekeeping/Laundry
Hourly/Entry Level Employee
Hours: Full-time
Local

Duties and responsibilities related to the Housekeeping Porter role

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
- Maintain housekeeping closets and pantries.
- Assist Room Attendants by collecting garbage, linen bags, and used guest amenities.
- Move furniture or equipment as requested e.g. baby cots.
- Transport supplies between departments when required.

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!
- 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

Goods Receiver

Location: Scotland Yard London

Department: Administrative

Hourly/Entry Level Employee

Hours: Full-time

Salary: £25,956.00 + Service Charge (Up to £500 per month)

Goods Receiver

About Great Scotland Yard Hotel – The Unbound Collection

Great Scotland Yard Hotel is a one-of-a-kind luxury destination in the heart of Westminster, where historic grandeur meets contemporary sophistication. As part of The Unbound Collection by Hyatt, the hotel offers a uniquely curated experience, exceptional service, and discreet luxury for the most discerning guests.

Just some of the benefits you will enjoy as Goods Receiver

- 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

What you will do as a Goods Receiver at Great Scotland Yard Hotel

The Goods Receiver is accountable for maintaining a smooth operation of the receiving bay and stores in support of the operations teams.

Key Responsibilities

- Receive and check goods against purchase orders.
- Process deliveries in the purchasing system.
- Handle requisitions and place purchase orders as needed.
- Maintain stock levels and store areas in good order.
- Update supplier and product database.
- Maintain hygiene certification records and ensure temperature checks are consistently performed on fresh meat and fish deliveries.

About you

- You have previous experience in a receiving or stock control role, ideally within a hospitality environment.
- You are familiar with inventory and purchasing systems, which is desirable.
- You demonstrate strong organizational skills and are adept at managing your time effectively.
- You take a proactive approach to maintaining cleanliness, safety, and hygiene standards at all times.

Grounds Maintenance Operative

Salary: £13.85 to £18.85 per hour

Hours: Full time

Closing date: 11 July 2025

Location: Harlesden, NW10 8RW

Company: Pinnacle Group Limited

Job type: Contract

This is a full time, seasonal position which will be until the end of August and you will be working 8am to 4pm, Monday to Friday.

This is a full time, seasonal position which will be until the end of August and you will be working 8am to 4pm, Monday to Friday.

Who we're looking for

We're looking for someone who, alongside the key criteria below, will sign up to our Values of Trust, Respect, Involve, Challenge and Deliver Excellence and will be determined to maintain the confidence of our clients and communities.

Key responsibilities will include:

- Driving company vehicles and transporting plant, machinery and equipment
- General maintenance of grounds e.g. grass cutting, clearing of debris, leaves, litter, hedge and shrub trimming
- Use of gardening equipment, powered hand tools and ride on machinery
- Maintenance of vehicles and gardening machinery

Key requirements:

- Full driving licence
- Experience in using gardening power tools
- Knowledge of relevant health and safety legislation and safety procedures.
- Commitment to delivering excellent customer service.

Proud member of the Disability Confident employer scheme

Retail Security Officer

Hours: Full time

Closing date: 18 July 2025

Location: NW1 9LJ

Company: Mitie

Job type: Permanent

We are looking for a Retail security officer who can deliver exceptional customer service whilst creating a safe shopping environment, free from the fear of crime for customers and colleagues.

It is preferable that you hold a current SIA licence or SIA Certificates **(but in some circumstances training for a licence can be provided)**

Vetting

It is vital that you have a full 5-year checkable employment/education history, failure to do so could mean your offer will be withdrawn or your employment terminated.

Main duties:

- To deliver industry leading customer service
- To deter violence and public order offences
- To conduct patrols of the store
- Utilising CCTV systems to support the reduction of crime and stock loss
- Liaise with the store management teams
- Liaise with the Police and crime partnerships where required to foster a great working relationship to support the reduction of crime in store
- To wear Body Worn CCTV to support in the reduction of crime and increase colleague and customer safety

Benefits to working with Mitie include:

- Contracted hours
- Annual leave entitlement
- Pension and Life insurance schemes
- Free uniform supplied
- SIA Re-licencing programme
- Comprehensive induction and training programme
- Access to Mitie's outstanding employee benefits including financial services, retail discounts, reward schemes and online GP services.
- Apprenticeship schemes
- Progression and development opportunities
- All breaks are paid

Care Worker

Salary: £14.23 per hour

Hours: Full time 35 per week

Closing date: 06 July 2025

Location: St John's Wood, London, NW8 8PJ

Company: Housing 21

Job type: Permanent

Shift Pattern: Monday-Sunday over 7 days

Are you looking for a career that's both rewarding and offers opportunities to develop, but dread the thought of a desk job?

Are you a people person who can strike up a conversation with anyone?

Do you want to finish work knowing you've made real a difference to someone's life?

If this sounds like you – we've got the perfect match!

As a Care Worker with Housing 21 you'll be part of a friendly, supportive team as you work together to support our residents. Once you're at work that's it – no travelling between calls as residents live independently in their own apartments within our schemes, which also offer communal lounges, gardens, cafés/bistros and hair salons for them to enjoy.

Working with familiar residents and colleagues every day, you'll build strong relationships and feel part of the Extra Care family. We want to make sure you feel valued too and have developed our offer to set us apart from the wider care sector.

Our Care Workers:

- Are paid by the hour, not by the job. £14.23 per hour, full time equivalent £25,960 per annum (based on working 35 hours per week)
- Receive benefits including Holiday Pay, Occupational Sick Pay, Maternity Pay and access to our Health Cash Plan
- Will be supported to achieve relevant qualifications
- Can join our Extra Care Academy - support and training to progress into management

Is it for me?

You don't need experience or any qualifications to be a Care Worker; just a positive attitude and kind manner. In fact, if you have ever cared for a relative or friend, raised children, or helped a neighbour with shopping or gardening you have already displayed a lot of the skills we require!

We offer full training together with recognised qualifications and, if you want to take your career in care a step further, joining our Extra Care Academy can help you progress into a management role. Many of our Managers and Assistant Managers in Extra Care started out as Care Workers in our schemes.

All you need is:

- To be kind and friendly
- Good written and verbal English communication skills
- Commitment to undertake necessary further training
- A genuine desire to help people
- Reliability and flexibility
- The ability to use your initiative
- To remain calm under pressure

About the role

Everyone is different but what stays the same is our commitment to offering high standards of care to all our residents regardless of their care needs – enabling them to live their best lives.

Our residents tell us how important our Care Workers are to them, being a friendly face, brightening their day and helping to make life worth living by doing the simplest of things. Tasks can include:

- Supporting with household and domestic tasks, such as laundry, shopping, cleaning, and financial transactions such as paying bills.
- Making meals, drinks and snacks where necessary.
- Encouraging and enabling residents to follow agreed care plans.
- Assisting residents with getting up in the morning, providing personal care including washing / bathing and dressing; helping with undressing and going to bed in the evening, as well as providing help and ensuring medication is taken as required.
- Putting resident wellbeing at the heart of the service, going the extra mile to ensure our residents can live their best lives and ensuring managers and key agencies are kept informed of progress.

Premises Assistant

Grade 3 (Outer London): £28,521-£28,929 FTE+ Performance and Loyalty Bonus + Pension Scheme (LGPS) + Harris Wellbeing Cash Plan + Additional Harris Benefits

Summary

We are looking for a Premises Assistant to ensure the provision of a safe, clean, attractive learning environment, as part of a team undertaking responsibility for the maintenance, security, health and safety of the Harris Lowe Academy Willesden site.

About Us

Our core values of determination, integrity, curiosity and empathy inspire and nurture a passion for learning and success with a strong sense of inclusivity, individuality and responsibility. We use our voices purposefully as global citizens.

Main Areas of Responsibility

Your responsibilities will include:

- Maintaining, repairing, building and refurbishing the Academy premises and grounds where such work is within your capabilities
- Carrying out site maintenance to the highest of standards, following health and safety procedures and causing as little disruption to teaching and learning as possible
- Maintaining the Academy grounds, including the removal of litter, emptying bins, weeding and clearance and gritting of paths, entrances and roadways during inclement weather
- Regularly inspecting the internal and external fabric of the building, undertaking repairs to defects and reporting any issues back to your line manager
- Regularly inspecting the operation of fire alarm systems and condition of firefighting equipment

Qualifications & Experience

We would like to hear from you if you have:

- Basic knowledge of Health and Safety legislation and requirements
- Basic training in one or more of plumbing, general and ground maintenance, electrical/building maintenance, heating systems (or sound experience of same)
- Basic knowledge of the operation of heating, ventilating systems and common causes of malfunctions
- Knowledge of maintenance and security systems and procedures
- Knowledge of administration and supervisory skills
- Understanding of appropriate cleaning methods and standards
- At least 2 years' experience of working in a maintenance environment
- Good communication skills both written and orally.
- Ability for manual handling and physical fitness appropriate to tasks required
- Ability to monitor and report on structural faults/repairs
- Ability to monitor and order stocks of materials
- Ability to deal with emergencies occurring outside normal working hours

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.

Social Media Ambassadors (Contract)

Social Media Ambassadors – Student Recruitment

Location: Remote | Flexible Hours

Job Type: Freelance / Part-time

Expected Earnings: £20,000 – £60,000+ per year (Commission-only)

The Role

As a Social Media Ambassador, you'll play a pivotal role in helping students find the right educational path while earning based on your success. This is a commission-only opportunity, where your earnings are directly tied to your performance. You can earn between £300 and £1,000 for each student you help enroll, depending on your performance and results.

Your mission is to connect with prospective students, guide them through the admission process, and provide tailored advice on study options and funding solutions. This role is perfect for those with a passion for education, strong social media skills, and a drive to succeed in a flexible, performance-based environment.

Key Responsibilities:

- Leverage your social media presence to generate leads and connect with potential students.
- Guide students through the admissions process, helping them choose the best study and funding options.
- Build strong relationships with students, providing continuous support throughout their journey.
- Follow up with leads regularly and keep track of your success.
- Report your results to the team, ensuring transparency and consistency.

About AVG Education Services:

AVG Education Services is a leading recruitment company dedicated to helping students find the right courses at the right institutions. We offer a flexible, remote working environment and the tools to help you thrive.

The Ideal Candidate:

- 2+ years of experience in sales, recruitment, or customer service.
- Fluent in English, with an additional EU language a big plus.
- Comfortable using social media platforms to generate leads.
- Self-motivated, confident, and goal oriented.
- Available to work at least 2 hours per day.
- Previous experience in lead generation or talent acquisition is an advantage.

What's In It For You:

- Flexible work schedule, allowing you to manage your time and income.
- Comprehensive support, including training, scripts, and ongoing guidance.
- Performance-based incentives, rewarding your hard work and success.
- A collaborative, supportive team environment with regular mentoring and team-building events.

If you're a social media-savvy individual looking to make an impact and earn based on your performance, we want to hear from you!

Communications Officer

Salary: £28,000 to £30,000 per year

Hours: Full time 37.5 hours per week

Remote working: Hybrid - work remotely up to 4 days per week

Company: NFP People Limited

Job type: Contract 12-month FTC

This role focuses on delivering established communications strategies and plans over a 12-month fixed-term period.

Key responsibilities include:

- Develop and deliver content and copy for digital channels, including social media, email communications and the website.
- Deliver against existing, and develop own, content plans to enhance these channels, expanding reach, and strengthening brand awareness and recognition.
- Create bespoke materials to engage key corporate partners and engagement communities as part of a wider supporter journey, including bespoke projects.
- Produce and deliver content for events marketing plans across paid, earned, shared, and owned channels in collaboration with internal teams.
- Oversee the community management social channels.
- Work with the Programmes and Impact team to manage the case story gathering process across charity partners, creating resources like blogs, video content and creative assets to educate and inspire.
- Support and coach the wider team to adopt digital solutions across internal and external channels, using data and analytics to make recommendations for improvements, including support for the Leadership Team's personal communications, providing guidance for the most effective use.
- Support with monitoring, and evaluating communications outputs, using data, analytics and learnings to grow digital channels and supporting audiences.
- Ensure brand guidelines adhered to in all external communications produced by 3rd parties.

About You

With experience working in a similar role, preferably within the charity or property sector, you will also have experience of devising and developing audience focused content ideas across multiple communications channels

We are looking for someone with:

- Experience of producing content - including photography and video led creative - with copy for digital platforms including web, content management systems, social & email communications
- Experience of managing and producing story-led content.
- Experience of social media and community management
- Experience of paid social media and using Google Analytics
- Experience of managing and delivering projects on time with multiple stakeholder involvement