



VACANCIES

Issue Date:

Friday 10th October 2025

Area:

Central London Jobs

For Application information Email: **sibert@pdt.org.uk**

Telephone: **020 72668255**

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



#npop

Front of House Team Member

Location: Barbican FWC
Contract: Permanent | Part Time
Salary: £26,665.60 Per Annum Pro Rata
Hours: 8 hours per week

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

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

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

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

Helping you feel good.

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

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.

Client Services Administrator

London | Corporate Fitness | Administration

Contract: Permanent Contract |

Salary: £30,000.00 per annum, depending on experience

Hours: Full time 40 hours per week

Our team at our corporate site currently have an opportunity for an organised and motivated Client Services Administrator.

The opportunity

As our Client Services Administrator you will be the face of our Health & Wellbeing Centre, advising our patients on our onsite Gym and helping them with bookings for our GP, Nurse, Physio, beautician and massage therapists! We do everything onsite here at our corporate site and we'd love you to be part of our gold standard service.

It's an exciting and diverse role for the right candidate.

The person

To succeed as a Client Services Administrator, you will need:

- Exceptional organisational skills
- The ability to multitask
- To be friendly and approachable
- Be professional and courteous
- Be a natural problem solver with a good eye for detail

Key information about the role.

This role will be fixed shifts each week between the hours of 07:30 - 19:00 Monday to Friday. You will not be required to work Bank Holidays or weekends.

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.

Applications will be considered as they are received, and interviews will be arranged accordingly. We reserve the right to close adverts early, for example, where we have received an unprecedented high volume of applications. Therefore, please apply early to ensure you are considered for the post.

Clean Team Members

Female Cleaner

Location: Bloomsbury FWC | Housekeeping

Location: Fixed Term Maternity Cover

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.

The Clean Team 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.

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

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.

Estates Helpdesk Operator

Contract: Permanent
Hours: Full Time, 40hrs per week
Salary: £32,000 per annum, based on skills and experience
Location: Covent Garden, London
Closing date: 8am, Tuesday 14th October 2025.

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

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

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

What you'll bring:

Our ideal candidate will be able to demonstrate:

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

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

Marketing Officer

Department: Communications

Location: London Museum Spaces and London Museum Docklands

Role type: Permanent

Level of security check required:

Basic Disclosure

Closing date: 22 October 2025

Salary: £32,560 per annum plus benefits

The new London Museum will open at Smithfield in 2026, and we are looking for an enthusiastic and creative **Marketing Officer** to help us tell London's stories in bold and brilliant ways.

As Marketing Officer, you'll dream up and deliver imaginative campaigns that showcase the museum's vibrant offer. From driving footfall at our historic Docklands site to supporting the launch of our spectacular new home in the heart of the city, this is a role where your work will have real impact. You'll join a passionate Marketing and Communications team dedicated to growing audiences, building brand awareness and putting creativity to work for one of the world's most exciting cultural projects.

We're looking for someone who has:

- Experience coordinating and reporting on audience-facing marketing campaigns
- Strong copywriting and content creation skills
- An imaginative and inclusive approach to marketing, with an instinct for spotting exciting opportunities to grow awareness

You do not need to have prior museum experience or academic qualifications for this role - what matters most is your instinct for marketing, your enthusiasm for London, and your drive to succeed.

If you've got the creativity, passion, and energy to match this historic moment, we'd love to hear from you!

We are committed to equal opportunities and diversity. We particularly welcome applications from people from Global Majority backgrounds and disabled people, who are currently under-represented in our organisation.

Cultural Events Assistant Production and Live

Location: St Pancras

Contract: Permanent

Hours: Full time (36 hours)

Salary: £25,928 per annum

Closing date: 19/10/2025

About the role

As part of the British Library's Cultural Events Team, the post holder works on the planning, administration and delivery of a programme of events for the general public, both on-site and online.

Key Areas of Responsibility

- To support Cultural Events administration ensuring that all logistics are in place on Library systems to enable the smooth running of events
- To support the creation of an exciting programme of events, including: Talks, lectures, festivals, films, performances, and other events both onsite and online
- To promote and deepen engagement with the British Library and its collections

Main Tasks

- Use the Library's event diary system to manage and monitor event bookings (Rendezvous)
- Raise requests for maintenance and estates services e.g.: Heating/lighting/AC etc. (Concept)
- Supporting finance inquiries e.g.: Invoice processing, GPC reconciliation etc. (Business World)
- Liaising with operational teams e.g.: Security, Catering, Estates, Cleaning etc.
- Support the Production Coordinator in handling events staffing and Front of House resources
- Supporting with collection and filing of Rights Agreements and other legal documents
- Support arrangements with BL Bookshop and other book sellers
- Manage guest lists for cultural events
- Support the Production Coordinator in handling events staffing and Front of House resources
- Support arrangements with BL Bookshop and other book sellers
- Make travel and hotel bookings for event participants
- Take care of deliveries/collections from partner organisations
- Welcome and guide audiences in the BL Theatre and other venues
- Attend and minute team meetings · Other administrative and practical tasks as needed
- Evening and occasional weekend event management as required earning TOIL or overtime where appropriate – within regular weekly hours (36h per week)

Minimum Requirements (Essential)

- Attention to detail
- Aptitude for working with online systems and forms and willingness to learn British Library Rendezvous, Concept and Business World systems
- Good communication and organisational skills with ability to meet deadlines

- Ability to work effectively under pressure and to deal with difficult situations diplomatically, calmly and with discretion
- Ability to work both independently and collaboratively within a team environment as necessary
- Willingness to work occasional evenings and weekends
- Excellent IT and administrative skills
- Work to a high standard of content, presentation, audience satisfaction and health and safety compliance

Additional Requirements (Desirable)

- A creative and enquiring mind with wide ranging cultural interests
- A digital native, with some experience of using a variety of digital programs
- A digital native, with some experience of using maximising the impact of social media

About us

We are the national library of the UK and we are here for everyone. Our shelves hold over 170 million items – a living collection that gets bigger every day. Although our roots extend back centuries, we aim to collect everything published in the UK today, tomorrow and far into the future. Our trusted experts care for this collection and open it up for everyone to spark new discoveries, ideas and to help people do incredible things.

We have millions of books, and much more besides. Our London and Yorkshire sites hold collections ranging from newspapers and maps to sound recordings, patents, academic journals, as well as a copy of every UK domain website and blog. Our public spaces provide a place to research, to meet friends, to start up a new business or simply to get inspired by visiting our galleries and events. We work with partners and libraries across the UK and the world to make sure that as many people as possible have the chance to use and explore our collections, events, and expertise. And we're always open online, along with more and more of our digitised collection.

What we can offer you

- A competitive salary.
- A fantastic pension scheme with minimum employer contributions of 28.97% (this may be higher dependent on grade).
- Flexible working hours, with the ability to take up to 5 days flexi leave in a 3-month period.
- 25 days holiday.

Nursery Chef Assistant

Hours: Part Time 11am-5pm M-F 30 hours per week
Salary: £12.21 per hour
Location: Maida Vale, NW8
Closing: 31st October 2025

A bit about the role

You'll help the nursery chef prepare nutritious meals for children and feel real job satisfaction from promoting healthy eating habits for life. Children love the cooking and food-related activities run by our Chefs.

You'll enjoy working with the wider nursery team but will also work closely with the chef to manage the kitchen and suppliers, ensuring a healthy environment and keeping children with allergies safe. You'll be part of the chef community contributing across our settings, sharing ideas and recipes.

You'll have the opportunity to take part in training at our Early Years Chef Academy, where you can train to be a LEYF chef.

You will need:

- The right to work in the UK
- A positive attitude and excited to work with children
- Food Hygiene Level 2 or equivalent, or be willing to do the course in the first week of work (paid for by Us)

Work in a friendly kitchen and enjoy working with children every day

We give you free in-house training at our Chef Academy. You'll work sociable hours in a friendly environment, and you'll love interacting with the children in your nursery.

What's in it for you?

- An extra £1,000 uplift in your salary (for 40-hour week qualified chefs) when you complete the Chef Academy course
- You can work sociable hours - no evenings or weekends
- Lots of training, promotions and nurturing work environment
- 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

Hours: Part Time 27 hours (Mon-Wed)
Location: Southwark, SE5
Salary: £12.21 per hour + amazing benefits
Closing: 31st October 2025

A bit about the role

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

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

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

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

You will need:

The right to work in the UK
To be able to work all year round
A strong work ethic
An ability to safeguard and protect children
To be positive, reliable and friendly

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

About the nursery

Rated Outstanding by Ofsted, Camberwell Grove Nursery and Pre-School provides Early Years education and care to children from birth to 5 years old. You can find us in Camberwell, close to Denmark Hill and East Dulwich stations. We're a bright, spacious nursery with a large garden. Our children enjoy yoga and PE, singing and signing nursery rhymes, messy arts play, cooking, construction and growing vegetables on their own on-site allotment.

Customer Assistant - Fashion, Home & Beauty

Location: Marble Arch
Contract: Temporary
Hours: Part Time
Salary: £13.85
Closing date: 27th October 2025

Work Pattern

SUN 3:30-18:30
Thur 16:15-21:30
Fri 16:15-21:30
SAT 16:15-21:30

Due to operational requirements, all successful Candidates will be asked to work up to full time during the weeks commencing 14th and 21st December.

- At M&S, our customers don't wait, you'll be ready to roll your sleeves up, work hard and go above and beyond every day. · **Being digitally confident is essential.** You'll utilise our digital tools, such as the Sparks App and in-store devices, to enhance the customer experience and ensure they get the products they want when they need them.
- Efficiency and effectiveness are key aspects of your role ensuring that our customers don't wait and enjoy every experience in our store. You'll be ready to roll your sleeves up, work hard and go above and beyond every day.
- Being a team player is crucial. You'll take responsibility for creating a great inclusive store environment, supporting and respecting your colleagues and the local community.
- Flexibility is also vital. You should be confident to work effectively across various areas of the store, adapting to the changing demands of the retail environment seamlessly.

Purpose

- To deliver a great shopping experience for our customers, we are looking for colleagues who put customers before tasks every time whilst championing and promoting our brilliant products. As the face of the business, you will be the voice of our customers helping us to continually improve.
- **Key Accountabilities**
- Serve our customers efficiently, both on the shop floor and at service points
- Keep the store clean and tidy, ensuring that our shelves are always stocked with product
- Monitor and deliver on the daily sales targets, priorities, promotions and selling opportunities
- Proactively engage with customers to understand their needs, make recommendations and deliver remarkable service throughout their visit to store.
- Build expert product knowledge to sell and recommend our products and services
- We'll give you the training to utilise all digital tools and communication channels to deliver for the customer every time

Key Capabilities

- High levels of customer service
- Committed to delivering excellent work with great attention to detail
- Open to and acts upon feedback, asking for this regularly
- Takes accountability for planning and managing own workload efficiently
- Strong communication skills
- Adaptable to changing situations
- Builds positive relationships by being a good listener
- Good level of digital capability

Customer Assistant Park Simply Food

Location: Green Park Simply Food
Contract type: Permanent
Position type: Full Time
Salary: £12.60 p/h
Closing date: 27th October 2025

Work Pattern

Saturday - 15:00 - 23:00 Sunday - 11:00 - 19:00 Monday - 15:00 - 23:00
Wednesday - 15:00 - 23:00 Friday - 15:00 - 23:00

Under 18 disclaimer This job role involves working late nights and this means we can't consider applications from anyone under the age of 18. Please note that the + £3.00 p/h unsocial premium is only added on any hours worked between 10pm-6am

Due to operational requirements, all successful Candidates will be asked to work up to full time during the weeks commencing 14th and 21st December.

Being digitally confident is essential. You'll utilise our digital tools, such as the Sparks App and our in-store devices, to enhance the customer experience and ensure they get the products they want when they need them.

- Being a team player is crucial. You'll take responsibility for creating a great inclusive store environment, supporting and respecting your colleagues and the local community.
- Flexibility is also vital. You should be confident to work effectively across various areas of the store, adapting to the changing demands of the retail environment seamlessly.

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- Takes accountability for planning and managing own workload efficiently
- Strong communication skills
- Adaptable to changing situations
- Builds positive relationships by being a good listener
- Good level of digital capability

Services Assistant

Location Central London SW1W 0DT

Salary £14.42 per hour

Hours 40

Shift Pattern: Monday to Friday 09:00-18:00

Key Responsibilities:

- Provide a high level of customer service, delivering to service levels, goals & objectives
- This includes providing support across the business, including day-to-day facilities arrangements and operations essential to the running of the building
- Provides support for accounting tasks - e.g. internal cross charges, coding invoices, raising P.O. etc
- Proactive management of and responding to enquiries (via emails and phone calls), handling problems and issues.
- Keeping stock of supplies and placing orders when necessary.
- Submitting timely reports and preparing presentations/proposals as assigned.
- Assisting in setting up new client accounts, supporting the car fleet and ensuring all records are up to date.
- Producing security passes, both scheduled and ad hoc.
- Keeping the Services handbook and knowledge base up to date at all times.
- Helping to support internal and external events.
- Events and Hospitality - order catering, book catering staff, security.
- Providing additional support where required for ad-hoc requests and meetings.
- Performs additional duties as and when required.

Essential skills:

- Solid communication skills, both written and verbal
- Good interpersonal skills
- Shows a desire to be challenged and to develop new skills
- Intermediate / Advanced level in G Suite.
- A strong customer service approach with a demonstrated commitment to exceed customer expectations.
- Multitasking and time-management skills, with the ability to prioritise tasks
- Experience in similar administrative roles
- Familiarity with office management procedures and basic accounting principles

Delivery Sales Assistant

Location: Hammersmith

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

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

Salary: £9.70 - £12.65 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 Delivery 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 Delivery 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 DEL SAs are well known in their store, as they are the unsung heroes of our valued stock that our customers love to buy.

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!

Sales Assistant

Location: Hammersmith

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

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

Salary: £9.70 - £12.65 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
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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!

Assistant Manager

Location: Maida Vale

Hours per Week: 39 hours

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

Salary: £31,450 per annum, plus generous bonus scheme

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

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

Let's talk about the job:

No two days are the same here at Savers and the ideal Savers Assistant Manager would ensure that they are creating an environment that is warm, supportive, and welcoming of ideas. You will inspire your store teams to deliver exceptional results and develop their skills set further. The challenge doesn't stop there – our ASMs are well known in their store, as they get the opportunity to connect with their local community and build important connections.

Let's talk about you:

- Do you have 1+ years of retail management experience?
- Have great delegation skills to get the job done?
- Do you know how to build a routine and seek out opportunities to maximise sales?

Let's talk about the benefits:

- Up to 33 days holiday entitlement
- Enhanced policies such as company sick pay, maternity/parental/adoption leave and pregnancy loss.
- 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!

Retail Assistants

Casual rate: £13.85 per hour

Closing date: 8am, Wednesday 15th October 2025.

Location: Covent Garden, London

At the Royal Ballet and Opera, we are passionate about delivering world class customer service. We give our audiences and visitors the best possible experience with every visit.

We are looking for fantastic Retail Assistants to support our dedicated, friendly and professional team, during our busiest period of the year.

To apply, you must be available to work a variable shift pattern including evenings, and weekends.

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

- Proven experience of providing excellent customer service to all customers - face to face, phone, or online.
- Ability to follow guidelines to pick and pack online orders as required to ensure they are processed efficiently and correctly.
- A commitment to providing an inclusive environment to colleagues and visitors.
- Excellent communication skills and a proactive approach.
- An eye for detail, excellent time keeping and are well-presented.
- Confidence in making sales and accurately reconciling takings and stock.
- Confidence in using technology such as point-of-sale software, ticket scanners, etc.

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

RETAIL ASSISTANT

Location: White City

Pay rate: £13.87

Employment type: Temporary until 03.01.2026

Job type: Part time

Contracted hours: 22.5 - 30 hours per week

Shift pattern: Varied shifts including mornings; afternoons; evenings and weekends – all will be discussed at interview.

What you'll do

As a Retail Assistant you'll be making customer's day, every day. Here's a taste of what that looks like in action.

- Providing customers with an amazing experience as you assist them with things like sizes or styles, purchases or returns.
- Setting up a good-looking shop floor with full shelves, tidy fitting rooms, and a sales floor that showcases all the latest fashions.
- Deliver a fast and friendly experience at till points, processing queries, voids and returns.
- Receiving, unpacking, and checking off new deliveries. Getting our products out onto the sales floor making sure they are correctly priced – all while making sure everything meets our high standards.

Because you matter

People are at the heart of what we do, so it's essential that we provide you with the right environment for you to perform at your best. We offer benefits that put YOU first.

- Salary: We offer a very competitive salary.
- Balance: Enjoy flexibility with accommodating shifts.
- Pension: Secure your future with a generous pension scheme.
- Discounts: Use your employee discount in any store.
- Support: Explore our wellbeing initiatives and employee assistance programmes.
- Holiday: Enjoy generous holidays, based on your hours.
- Development: Careers pathways are available to help you reach the next level.

What you'll bring

We love to delight our customers with amazing in-store experiences and that starts with you! Here's what you'll need:

- You're passionate about people and creating an amazing experience.
- You're honest, a strong communicator who can also listen, share ideas and get involved where needed.
- You're organised and have excellent attention to detail.
- You're a team player with high levels of motivation, a positive attitude and a willingness to learn.
- You're interested in fashion and the latest styles and trends.

P&C ADMINISTRATOR

Location: Tottenham Court Road

Salary: £14.58

Employment Type: Temporary - 6 months duration

Job Type: Full Time

Contracted hours: 37.5 per week

Working pattern: Varied shifts including mornings; afternoons; evenings and weekends – all will be discussed at interview.

BECAUSE SUPPORTING OTHERS IS YOUR SUPERPOWER!

We have a people-first culture where you are able to work with impact. We are a business that continues to grow and invest, creating maximum joy at minimum cost. Just look at our 80,000+ colleagues across 450+ stores covering many markets globally, all leaving their mark.

Our colleagues are at the heart of everything we do – we're caring, dynamic and we succeed together. You'll be integral to keeping everything in-store on track for our people – and our business – to succeed. Get ready for your career to thrive too! We'll do everything we can to get you the development you need to reach your goals.

What you'll do

If you love working with people – this is the place for you. This is what you can expect to be responsible for, day-to-day.

- Delivering the P&C administration activities in your store demonstrating a high level of trust, collaboration, confidentiality, and diplomacy with all Colleagues.
- A generalist administrative role covering all area of P&C including - recruitment, onboarding, performance management, payroll, talent and succession, employee relations, engagement, and well-being.
- Supporting the Store Management Team and the Store P&C Business Partner to deliver the people agenda in-store.
- Reporting on P&C activities and keeping our KPIs on track.

What you'll bring

Here, we want everyone to feel valued – so please bring your authentic self to work, of course with some other key experience and abilities for this role in particular:

- Ideally some previous experience working Administrator.
- Working knowledge of local employment legislation and best practice.
- Excellent organisational skills, with the ability to be flexible and prioritise.
- Strong written and verbal communication skills, with effective and persuasive communication style.
- Good problem-solving skills, with an interest in developing commercial acumen – we're all about learning here!
- A passion to do a good job.

Excited? Good. Because if you're determined, this is the spot for you. Help our people express themselves and feel a sense of belonging in an environment with lots of exciting opportunities. It's career growth, your way.

RETAIL ASSISTANT

Location: Tottenham Court Road

Pay rate: £13.87

Employment type: Temporary until 03.01.26

Job type: Part time

Contracted hours: 30 per week

Shift pattern: Varied shifts including mornings; afternoons; evenings and weekends – all will be discussed at interview.

Because you matter

People are at the heart of what we do, so it's essential that we provide you with the right environment for you to perform at your best. We offer benefits that put YOU first.

- Salary: We offer a very competitive salary.
- Balance: Enjoy flexibility with accommodating shifts.
- Pension: Secure your future with a generous pension scheme.
- Discounts: Use your employee discount in any store.
- Support: Explore our wellbeing initiatives and employee assistance programmes.
- Holiday: Enjoy generous holidays, based on your hours.
- Development: Careers pathways are available to help you reach the next level.

What you'll do

As a Retail Assistant you'll be making customer's day, every day. Here's a taste of what that looks like in action.

- Providing customers with an amazing experience as you assist them with things like sizes or styles, purchases or returns.
- Setting up a good-looking shop floor with full shelves, tidy fitting rooms, and a sales floors that showcases all the latest fashions.
- Deliver a fast and friendly experience at till points, processing queries, voids and returns.
- Receiving, unpacking, and checking off new deliveries. Getting our products out onto the sales floor making sure they are correctly priced – all while making sure everything meets our high standards.

What you'll bring

We love to delight our customers with amazing in-store experiences and that starts with you! Here's what you'll need:

- You're passionate about people and creating an amazing experience.
- You're honest, a strong communicator who can also listen, share ideas and get involved where needed.
- You're organised and have excellent attention to detail.
- You're a team player with high levels of motivation, a positive attitude and a willingness to learn.
- You're interested in fashion and the latest styles and trends.

Education and Engagement Assistant

Positions	2
Salary	£27,398 per annum pro-rata
Contract Type	Fixed Term
Contract Length	12 months with possibility of extension or permanency
Working Pattern	Term-time
Location	On-site (Parliamentary Estate - Westminster, London)
Leave entitlement	Starting at 30 days per annum, pro-rata
Closing Date	26th October 2025 at 23:55

This is a term time role, working 41 weeks per year.

The Role

The Parliamentary Education Centre aims to inform, engage and empower young people in the work of Parliament, politics and democracy. The Education Centre hosts up to 80,000 students per year through onsite and online tours, workshops and special events Programme. We provide resources at the end of each workshop to teachers to increase their knowledge and understanding of the role, work and history of Parliament. We work closely and support the MPs and Peers in their work with young people. The Education and Engagement Assistant will be to deliver high quality and engaging face to face and virtual tours and workshops of the Palace of Westminster across the formal learning age range for all UK schools, supporting subjects such as Citizenship, History and Government and Politics (or their equivalent). The postholder will also support the operations of the Education Centre and the work of the Education and Engagement Service as a whole.

This is a term time role, working 41 weeks per year.

Some of the responsibilities for this role include:

- Warmly welcoming visiting school groups to Parliament, this includes briefing groups on arrival, informing them of important security and health and safety information.
- Deliver on-site and online tours and workshops of the Palace of Westminster to groups of young people aged 5-18 and their accompanying adults.
- Facilitate short introductions to a 15 minute 'Story of Parliament' film in the Education Centre immersive space which introduces school visitors to the Palace of Westminster, Parliament, and democracy.

Skills and Experience

- To be successful in this role you will demonstrate:
- Ability to deliver/present educational content to an audience in an engaging and interactive manner.
- Ability to work successfully within a team, whilst upholding the values of equality, diversity, and inclusion
- Experience of delivering excellent customer service in a pressurised visitor environment and prioritise tasks.
- An understanding of why school visits to Parliament are important.

Clinic Clerk Band 2

Main area	Obstetrics
Contract	7 months (Fixed term: 7 months) ending 22nd May 2026
Hours	Full time - 37.5 hours per week
Site	Queen Charlottes Hospital
Salary	£30,074 pa inclusive
Closing	17/10/2025 23:59

You will be responsible for managing the appointments and patient queries for the maternity outpatient department, providing effective and efficient administrative support. You will be working closely with the midwives, obstetricians and administrative teams and expected to be well organised. The post holder will be accountable to the Admin supervisor for the Queen Charlotte's site.

If you have previous patient appointment bookings and managing front line queries with a flexible "can-do" attitude to work, exceptional customer service skills and can see yourself as part of a busy multidisciplinary team, then we would like to hear from you.

This is a fixed term position ending 22nd May 2026.

Main duties of the job

- To enter, record and update information to ensure that all patients are accurately registered on the relevant Trust information system and that any further documentation relating to a patients' appointment is completed and appropriately stored.
- Maintain effective administrative systems both electronic and manual, including those relating to all patient appointment booking processes.
- Maintain and update records of appointment availability for all clinics.
- Liaise with other services to ensure that appropriate tests are ordered and collected.
- Promote a customer focused approach to receiving patients and visitors to the clinic, providing a courteous, responsive and effective first point of contact (in person and by telephone) for patients, carers and healthcare professionals, both internal and external to the Trust.

Detailed job description and main responsibilities

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

Person specification

Education

Essential criteria

- 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

Essential criteria

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

Desirable criteria

- Microsoft Windows
- Microsoft Excel
- Microsoft Outlook
- Cerner experience

[https://www.imperial.nhs.uk/careers/search-and-apply#!/job/UK/London/London/Imperial College Healthcare NHS Trust/Obstetrics/Obstetrics-v7541921? ts=1](https://www.imperial.nhs.uk/careers/search-and-apply#!/job/UK/London/London/Imperial%20College%20Healthcare%20NHS%20Trust/Obstetrics/Obstetrics-v7541921?ts=1)

Housing Support Worker

Number of Positions:	1
Contract Type:	Permanent Full Time
Contract Details:	37.5 hours per week Shifts between 8AM to 10PM Weekends and Bank Holidays Enhanced DBS Check
Salary:	£27,176
Working Hours:	37.5 Hours
Location:	Lambeth
Closing Date:	01/11/2025
Vacancy Category:	Supported Housing
Service Area:	C & S Commissioned Contracts
Directorate:	Care & Support, Inclusion & Communities

What You'll Be Doing

In this role, you'll support young people to develop the skills they need for independent living, including navigating housing options, managing benefits, and budgeting. You'll help create a safe, non-judgmental environment where they feel empowered and respected. By bringing your own passions, whether in music, art, sports, or other interests, you'll enrich the community and build meaningful connections. You'll also work closely with colleagues and external partners to ensure each young person receives the right support at the right time.

What We're Looking For

We need someone who:

- Connects easily with young people, especially those who've faced trauma, mental health challenges, or substance misuse.
- Is creative and confident in engaging young people, whether through music, sports, art, or other interests.
- Can work independently and as part of a team, managing a caseload and supporting residents with budgeting, benefits, and housing options.
- Has strong communication and IT skills, and ideally some knowledge of safeguarding, support plans, or key working.
- Brings transferable experience from youth work, education, housing, or similar sectors.

Please read before applying:

This is a full-time, onsite role, and you'll need to be available to work five days a week, including weekends and bank holidays. Shifts may include early mornings and evenings, so flexibility is key. We currently have several vacancies across Lambeth and Lewisham, so there's a good chance we'll find the right fit for you.

We're reviewing applications as they come in, so you might hear from us before the closing date, keep an eye on your inbox and your phone! The selection process includes a virtual interview via Microsoft Teams, followed by a service visit to meet the team and see the environment.

Please note: We are not a licensed UK sponsor, so we're unable to offer visa sponsorship for this role.

For questions, contact Julie-Ann.O'Malley@peabody.org.uk, we're happy to help!

If this sounds like we are right for you and you'd love to be part of Peabody, we'd like to hear from you.

Administration, HR, data and finance

Visa sponsorship

Visas cannot be sponsored

Working pattern

Part time: 2 days a week

Contract type

Fixed term - 1 Year

Full-time equivalent salary £30,987 to £32,346 (Pro rata)**What skills and experience we're looking for**

We are an ambitious school and are seeking to appoint a motivated Finance Assistant to join our friendly school team. This is an exciting opportunity to support the smooth running of our school by assisting with a range of financial and administrative tasks and support the School Business Manager and Headteacher in providing an efficient, accurate and complete confidential accounts service to the school.

Key responsibilities will include:

- Processing purchase orders, invoices and payments
- Maintaining accurate financial records and reports
- Assisting with budget monitoring and reconciliations
- Supporting payroll and expenses administration
- Liaising with staff, suppliers and external agencies
- Ensuring compliance with school financial procedures and policies

We are looking for someone who:

- Has strong numeracy and IT skills (experience with financial software desirable)
- Works accurately and pays close attention to detail
- Can manage workload effectively and meet deadlines
- Is a team player with good communication skills
- Maintains confidentiality at all times

Commitment to safeguarding

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff, volunteers and trustees to share this commitment.

Our recruitment process follows the Keeping Children Safe in Education guidance.

- Offers of employment may be subject to the following checks (where relevant):
- childcare disqualification
- Disclosure and Barring Service (DBS)
- Medical
- online and social media
- prohibition from teaching
- right to work
- satisfactory references
- suitability to work with children

You must tell us about any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Applying for the job

This job requires you to download an application form, you will be able to upload the application once complete.

CVs will not be accepted for this application.

External Cleaner

Salary: £10,803 per year

Hours: Part time 15 hours per week, 8am to 10.30am, Monday to Saturday.

Closing date: 30 October 2025

Location: Stonebridge, NW10 8GP

Company: Pinnacle Group Limited

Job type: Permanent

Pinnacle Group are seeking a dedicated External Cleaner/Litter Picker to maintain high standards of cleanliness and hygiene in our communities. You will be joining our Cleaning and Grounds Maintenance Team who are based at a large housing site in the Stonebridge (NW10) area.

As an External Cleaner / Litter Picker at Pinnacle, you'll play a key role in maintaining clean and safe outdoor environments for residents and visitors. Your responsibilities will include litter picking, sweeping, bin emptying, and reporting any issues, all while working independently and ensuring high standards of cleanliness are consistently met.

We're seeking someone who takes pride in maintaining clean, safe, and welcoming outdoor environments. If you enjoy working independently, being outdoors, and making a visible impact in the community, this could be the perfect role for you.

For those that are interested, this position will be able to become a full time, 37.5 hour per week position at the start of November.

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:

- Keeping outdoor areas clean, tidy, and litter-free.
- Sweeping paths.
- Emptying bins.
- Reporting any issues and potential repairs.
- Ensuring high standards of cleanliness are maintained at all times
- Working independently and as part of a supportive team

Key requirements

- Cleaning experience in a professional setting.
- Must be able to to EVERY Saturday.
- Experience using cleaning machinery.
- Strong communication skills in order to speak with the residents.

Front Office Host/ess

Location: The Churchill Marylebone
Department: Guest Service Operations
Work: Administrative
Hours: Full-time

Duties & Responsibilities as Front Office Host/ess

- A smooth arrival and departure experience including rooming and delivering luggage
- All guests having the appropriate credit facilities established
- Obtaining passport and following all other procedures as per local legislation and hyatt's data privacy
- All cash transactions and billing
- Assisting guest's during their stay and handling guest complaints
- Maximising revenue opportunities through up selling
- Providing all required information about the hotel, available services and facilities.

About you

Friendly and professional with a passion for delivering exceptional guest service. Confident in handling front desk duties with a warm, welcoming attitude and strong communication skills.

Just some of the benefits you will enjoy as a Front Office Host/ess

- 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
- Life Insurance
- 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

Care Assistant

Salary: £13.30 to £14.51 per hour

Hours: Full time & Part Time

Closing date: 23 October 2025

Location: Camden, North West London

Remote working: On-site only

Company: Sage Companions

Job type: Permanent

Brief Summary of Responsibilities

- Deliver compassionate care and support to clients, ensuring their well-being and comfort.
- Provide companionship to clients, fostering a supportive and empathetic relationship.
- Assist with daily tasks, including light housekeeping, meal preparation, and medication reminders.
- Offer transportation assistance to ensure clients' mobility and access to necessary services.
- Communicate effectively with clients, their families, and members of the health and social care team.

Education and Training

- Previous care assistant experience preferred, but not required, demonstrating compassion, care, and empathy.
- Effective communication skills, both verbal and non-verbal, within a team and independently.
- Reliable and responsible work ethic, demonstrated through consistent performance.
- Possession of a valid driver's licence or access to reliable transportation.
- Ability to pass background checks and drug screenings, ensuring suitability for care assistant roles.

Skills and Requirements

- Strives to reach the highest standards in social care.
- Communicates effectively, both verbally and non-verbally.
- Compassionate, patient, and empathetic to clients.
- Flexible and approachable with a positive attitude under pressure.
- Self-motivated and ability to work on their own initiative.
- Records information with accuracy and detail.
- Commitment to your own professional and personal development.
- Must be eligible for employment in the United Kingdom.

Salary and Benefits

- £13.30 – Minimum hourly rate.
- £14.51 – Weekend and evening rate.
- £18.01 – Premium rates for Bank Holidays and work after 7pm.
- Mileage paid if driving is required.
- Company pension scheme.
- Free uniform and personal protective equipment (PPE).
- 24/7 Employee support service.
- Paid training and shadowing.
- So much more!

Animal Welfare Assistant

Posting date: 23 September 2025

Hours: Full time Monday to Friday, Weekend availability

Closing date: 23 October 2025

Location: Camden Town, North West London

Remote working: On-site only

Company: Halo Dogs

Job type: Permanent

Dog Day Care Assistant

Due to continued growth and expansion we are looking to recruit a new full time member of staff to join our friendly and passionate doggy day care team. A rare opportunity for a hardworking, reliable, honest, genuine dog lover who is also looking to potentially develop as a trainer/behaviourist living in the Camden Town (London) area. Must be confident handling all breeds of dogs, must hold a full clean UK driving license with experience of driving in & around London, no criminal record and able to write to a competent level of English. Any successful applicant will be subject to a CRB check (We cover the cost for this check).

Previous experience of working/volunteering/owning dogs is desirable, however the right attitude to work is more important.

Duties will include (but not limited to)

Picking up and dropping off dogs to and from clients homes

General care of the dogs during the day

Making sure dogs are fed and watered

Taking pictures of dogs, writing a daily report and sending them to respective clients

Ensuring that all doggy play areas are safe, and clean at all times

Please include a cover letter in your application.

A company vehicle is supplied with this role.

Pay: £30,000.00-£45,000.00 per year

Receptionist

Location: London River Thames SW8 5PH
Department: Front Office
Work: Administrative
Hours: Full-time

Duties and responsibilities related to the Receptionist role

- Welcome guests upon arrival and verify their booking details.
- Perform the check-in process efficiently, providing room keys and information about the hotel facilities.
- Handle the check-out process, including billing, payments, and feedback collection.
- Coordinate with housekeeping to ensure rooms are ready for new arrivals.
- Liaise with other departments (housekeeping, maintenance, food and beverage) to meet guest needs and requests.

About you

Previous experience in hotel front office within the luxury segment is preferred. Strong communication skills and familiarity with hotel management software and basic computer skills are ideal.

Benefits of the Receptionist 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