



# VACANCIES

Issue Date:

***Friday 23<sup>rd</sup> January 2026***

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**

# Client Services & Concierge Administrator x3

Location: Barbican, London

Contract: Permanent

Hours: Part Time

Competitive salary available, depending on experience

Hours: 15-20 Hours per week, Monday - Friday

As a **Client Services & Concierge Administrator** you will be the welcoming face of Nuffield Health for all visitors, clients and guests. This role encompasses ensuring a safe and secure environment for all staff and visitors within our Support office and Medical Centre located in our prestigious premises in Barbican, London. As Concierge you will provide a professional reception and back-office service, managing client and internal queries efficiently and ensuring an exceptional journey for all from start to finish.

You will play a crucial role in the smooth operation of our London Support Office and Medical Centre serving as a confident and competent Nuffield Health Fire Marshal & First Aider. You will be expected to comply with all policies and procedures, championing the Nuffield Health brand and its values while proactively taking on additional and ad hoc duties as required.

This is a varied role covering Reception activities through to visitor and client relations, health and safety, administration and security

To succeed in this role, you will have relevant experience gained in a similar role, along with:

- Excellent organisational skills.
- Proven ability to prioritise.
- Experience of dealing with people at all levels.
- Ability to challenge upwards.
- Resilience to challenge.
- Ability to remain calm under pressure.
- Strive for continuous improvement.
- Ability to diffuse difficult situations.
- Excellent communication skills

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.

# Clean Team Member

Location: Moorgate FWC

Contract: Permanent contract

Hours: Part time 8 hours per week

Salary: £26,665.60 pro rata

As the UK's leading Healthcare Charity, we're always striving to create the highest standards of customer service. Maintaining cleanliness in our Fitness & Wellbeing Clubs is a big part of this. That's why, if you're helping us to create a clean, safe and pleasant environment for customers, we'll really value what you do.

As part of the Nuffield Clean Team 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.

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.

# Porter/Cleaner Saturday only

**Hours: SATURDAYS ONLY 8am-5pm**

**Location:** Hampstead Heath, NW3

**Salary:** £12.21p/h (12 days holiday – No BH)

**Start date:** ASAP

We have an opportunity for a Saturday only Porter/Cleaner for a residential development located in Hampstead Heath, NW3.

Within this role you will be responsible for keeping the building clean and tidy at all times, in addition to the below (not limited to);

**Key duties may include:**

- Clean the handrails, push-plates and glass panels on all doors
- Remove all marks / scuffs from doors
- Dust and damp-wipe all horizontal surfaces – skirtings, ledges, sills
- Use Brasso to clean all brass surfaces- touchpoints, kick plates, entry railings and stair balustrades
- Maintaining communication with Residents, Property Management Company and Abbatt
- Dust and polish wooden bannisters, ledges, sills
- Use initiative to solve any problems on site
- Clean any marks/scuffs on walls and around light switches
- Sweeping the external pathways and underground carpark
- Dust all high-level fixtures and light fitting
- Vacuum all communal areas from top to bottom
- Clean and polish all lift walls, doors and surrounds with appropriate cleaner
- Keeping daily log
- Clean and polish lift switch panel
- Vacuum and mop lift floors and tracks
- Monitoring contractors on site
- Ad hock tasks as instructed by management
- To assist residents including their guests and visitors as and when required
- It should be remembered that the main duty is to all of the residents as a whole and any assistance
- At the end of your day check to ensure all windows and doors are securely locked shut
- Monitor CCTV
- Rubbish collection and separation of the rubbish and recycling
- Building repair checks

**You will need to have:**

- Excellent written and verbal communication skills
- Understanding of Health and Safety processes

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

# Student Recruitment and Admissions Office

**Hours:** Full time, 36 hours per week

**Contract:** Permanent

**Salary:** £29,932 - £32,312 per annum

**Closing Date:** 5th February 2026

**Location:** All West London College sites

## About the role:

An exciting opportunity has arisen for a Student Recruitment and Admissions Officer to join the Marketing and Student Recruitment team at West London College.

In this key frontline role, you will provide a welcoming, friendly and efficient one-stop-shop service for Admissions, Enrolment and Information, Advice and Guidance (IAG). You will support prospective and current learners throughout their journey, ensuring an excellent customer experience while meeting service standards, KPIs and audit requirements.

Working in a fast-paced environment, you will collaborate closely with reception services, curriculum teams and marketing colleagues to help drive the conversion of enquiries and applications through to enrolment and progression.

Your responsibilities will include processing applications and enrolments, arranging interviews and assessments, maintaining accurate records and supporting recruitment events across the College. You will also undertake fee assessments, cashiering duties and provide first-point-of-contact support for learner enquiries.

Our learners are at the heart of everything we do, so a commitment to outstanding customer service, strong organisational skills and the ability to manage multiple tasks effectively are essential.

We aim to recruit the best staff possible to support learner success. If you are proactive, organised and passionate about helping learners access education and progress, we would love to hear from you. For more information, please refer to the full job description and person specification.

## Important Information:

The safety and welfare of our learners and staff are extremely important to us, and we pride ourselves on our safeguarding procedures. As part of our commitment to safeguarding, successful candidates will be subject to an enhanced Disclosure and Barring Service (DBS) check. Please note it is an offence to apply for this role if you are barred from engaging in regulated activities relevant to children.

For further information about our Safeguarding and Prevent policy, please view the documents attached.

We encourage and welcome applications from individuals regardless of age, disability, sex, sexual orientation, gender reassignment or identity, race, religion or belief, and marriage or civil partnership.

**In submitting your application for this position, you are strictly prohibited from using any form of AI (artificial intelligence) tools or automation. By applying, you confirm that all content is your own and not generated or assisted by AI.**

*We reserve the right to close the submission deadline earlier than expected, so please submit your application as soon as possible.*

*Please assume you have not been shortlisted if you have not heard from us 2 – 3 weeks after the closing date,*

# Receptionist

Two Receptionist opportunities are available: one full-time and one part-time position.

**Full-time:** 36 hours per week (52.14 weeks per year, 1.0 FTE)

**Part-time:** 27.50 hours per week (49.23 weeks per year, 0.72 FTE)

**Contract:** Permanent

**Salary:** £26,494 – £29,199 per annum (pro rata for part-time role)

**Location:** Ealing, Hammersmith and West London College

## About Us:

At West London College, we are committed to championing innovation and creativity, and we invite you to join us on this journey. We welcome applicants who share our values of Ambition, Innovation, Accountability, Collaboration and Inclusion.

We have three College sites across West London at Ealing, Hammersmith and Southall. By bringing your skills to the College, you will have a rewarding opportunity to make a real difference to our students' education and future. As a diverse College, we offer an inclusive, engaging and supportive working environment with a strong focus on Fairness, Respect, Equality, Diversity, Inclusion and Engagement.

## About the Role:

We are seeking friendly, professional and customer-focused Receptionists (Day/Evening) to join our Executive Support & Administration team.

You will provide a welcoming, effective and solution-focused reception and switchboard service, ensuring excellent customer care in line with College procedures, policies and values. As a key front-facing member of staff, you will act as the first point of contact for students, staff, visitors and external stakeholders.

Working as part of a dynamic reception team across our campuses, you will handle enquiries in person, by telephone and via email, ensuring responses are delivered within agreed timescales. You will take a proactive approach to resolving issues, managing complaints and identifying and reporting risks.

The role also involves coordinating visitor sign-in and sign-out, issuing student ID cards, maintaining lost property records, supporting safeguarding and first aid processes, and working closely with security staff to ensure agreed procedures are followed. You may be required to travel between college sites in line with the needs of the service.

If you are driven, enthusiastic and committed to delivering an outstanding experience for our learners and stakeholders, we would love to hear from you. Further details can be found in the job description and person specification.

## Important Information:

All successful candidates will be subject to an enhanced Disclosure and Barring Service (DBS) check. It is an offence to apply for this role if you are barred from engaging in regulated activities relevant to children.

We are committed to equality, diversity and inclusion and welcome applications from individuals regardless of age, disability, sex, sexual orientation, gender reassignment, race, religion or belief, and marriage or civil partnership.

To apply, please complete an application form before the closing date specified. CVs will not be accepted, and you must include a supporting statement as part of your application.

*We reserve the right to close this vacancy early if sufficient applications are received,*



# Weekend Day Concierge

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

**Salary:** £13.48 per hour or £16,823 per annum

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

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

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

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

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

- Previous residential or other property experience, preferably within a similar role
- Significant experience providing exemplary levels of customer service
- Experience in managing contractors and building works within a busy development
- Awareness of general fire, health & safety and security
- Proven ability to and handle confidential information with professionalism and discretion

## Responsibilities

- Meet and greet the residents and answer enquiries by telephone or from callers to the desk.
- Assist the residents, guests and visitors when required.
- Ensure effective security of residents and the building at all times including manning any CCTV and aid the smooth running of car parking facilities.
- Be courteous and helpful to residents, guests, suppliers, tradesmen and the general public.
- Communicate with leaseholders and managing agents in an attentive and personable manner.
- Carry out regular patrols of the entire building and report any faults and/or security breaches found to the Building Manager.
- Perform weekly fire alarm, lift alarm and other regulatory tests and inspections, and report any issues to the Property Manager as well as log/file records for inspection purposes.
- Ensure correct reporting of any security/Health & Safety issues, incidents and complaints. Taking appropriate action in the event of an emergency.
- Issue keys only to correct personnel/residents whilst recording at all times the signing in and out of keys.
- Be responsible for all deliveries to the main reception desk, receiving and safekeeping of all parcels/registered mail. Correct issuing of all parcels/registered mail with a record which must be signed by residents. Notify residents of any deliveries to arrange collection from the front desk.
- Maintain accurate and timely records for all residents via the platform 'Buildinglink'

# Saturday Residential Porter

**Hours:** 08:00-17:00 (Saturdays)

**Location:** Hampstead (NW3 – closest station is Hampstead)

**Salary:** £12.21 per hour

We are currently looking to recruit a Saturday Residential Porter / Cleaner at a stunning site of 30 units in the heart of Hampstead (NW3). This is a high end building and presents an excellent opportunity for a candidate with cleaning experience looking to work in a residential environment.

## Role Overview

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

## Main Responsibilities

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

## AREAS OF RESPONSIBILITY / ACCOUNTABILITY

To ensure the development is maintained professionally

To provide a high standard level of service to residents and all visitors to the development

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



# Part-time Caretaker

**Hours:** 06:00-12:00 on Mondays, Wednesdays and Fridays; 06:00-11:00 on Tuesdays and Thursdays (28 hours total)

**Location:** Kensington (SW5) (closest station is Earl's Court)

**Salary:** £13.85 per hour / £20,166 per annum

We are currently looking to recruit a part-time Caretaker for a refurbished residential development based in Kensington (SW5). This is a high-end building and presents an excellent opportunity for a candidate with Maintenance/Caretaker/Handyman experience looking to work in Residential.

## Main Responsibilities

- Maintain the estate's cleanliness by litter picking, sweeping, and using a garden vacuum for leaves and small debris.
- Empty exterior waste bins and ensure bin rooms are clean, tidy, and jet-washed regularly.
- Move bins to and from collection points in accordance with scheduled collection days.
- Vacuum staircases three times per week.
- Mop each landing floor and wash all skirting boards.
- Dust all painted timberwork throughout the building.
- Polish and buff all wooden banisters (both sides), including high-level varnished timber up to 5'8".
- Clean glass panels, rails, and selected windows across the site.
- Wash and sanitise building exteriors to ensure a clean, welcoming environment.
- Carry out minor maintenance tasks, such as changing light bulbs.
- Support the team by conducting regular checks where necessary, such as fire alarm and emergency lighting inspections.
- Assist the Building Manager, wider team, and residents with any ad hoc requests.

## Areas of Responsibility / Accountability

- Ensure the development is consistently maintained to a professional and high-quality standard.
- Deliver a reliable and courteous service to all residents and visitors.
- Take ownership of assigned tasks, contributing to a clean, safe, and well-presented living environment.

## Desirable Skills and Certifications

- Experience maintaining high cleaning standards in residential or commercial developments.
- Familiarity with building health and safety procedures and ability to perform scheduled safety checks.
- Certifications for working at height are an advantage.
- Ability to carry out basic maintenance tasks such as replacing light bulbs.

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

# Concierge Part-time

**Hours:** 16:00-20:00 Monday to Friday; 10:00-17:00 Saturdays (27 hours weekly)

**Salary:** £14.80 per hour or £20,793 per annum

**Location:** Barbican (EC1A) (closest underground station is Barbican or St. Paul's)

We are currently recruiting for a Part-time Concierge to become a part of the team at a remarkable residential building in Barbican (EC1A). Responsible for overseeing 40 apartments, the concierge will be the first point of contact for all residents, visitors, and contractors. They must be professional in manner and appearance at all times and available to assist residents, visitors and contractors with any enquiries they may have in a positive, solution-oriented way. This is a key front-of-house role focused on delivering exceptional customer service while maintaining high standards of safety, security, and presentation throughout the building.

We will require 2 years' minimum of residential concierge experience, or a strong background in the hotel industry.

## Main duties and responsibilities:

- Provide a warm, professional welcome and act as the first point of contact for all enquiries.
- Deliver high standards of customer service and build positive relationships with residents.
- Manage calls, post, parcels, and keys in line with procedures.
- Ensure communal areas are clean, safe, secure, and well presented.
- Carry out regular patrols and maintain awareness of building systems, access control, and emergencies.
- Support resident move-ins and move-outs, protecting communal areas and lifts.
- Control contractor access, sign-in/out, and monitor activity for safety and compliance.
- Support health, safety, and fire procedures, including routine alarm testing and reporting.
- Maintain building security, monitor CCTV appropriately, and respond to incidents.
- Complete accurate records, logbooks, reports, and shift handovers.

## General:

- Strong customer service and communication skills.
- Professional, calm, discreet, and reliable.
- Experience in a concierge, residential, or similar front-of-house role.
- Basic knowledge of building systems, fire safety, and compliance processes.
- Confident using email and mobile reporting systems.
- Able to work independently with strong attention to detail.

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

# H2S Passenger Assistant - W10

Closing Date: 1st March 2026

Industry: Healthcare

Job Type: Part time 16 hours per week

Working hours: 07:00 - 10:00 and then 14:00 - 17:00.

Salary: £13.85 Hourly

We have an opportunity for a Passenger Assistant to join our team.

**Job purpose:** To escort and assist clients with special needs, board and alight vehicles in their daily journey to and from home, school, centre or other destinations as directed.

## About the role

### Main duties:

- Ensure safety and wellbeing of clients throughout the journey and handover.
- To ensure that the client gains safe entry, to either the vehicle or their destination.
- Ensure safety and wellbeing of transport users throughout the journey and handover from and to: residence/parent/guardian/carer; primary helper at school; or to care assistants at centres. Assist passengers to board and alight vehicles utilising appropriate means, including physically assisting passengers with severe disabilities.
- Ensure appropriate communication is maintained and presented to the Controller, specifically relating to the reporting of any problems regarding transport of a client (i.e. if there is disruptive behaviour, absenteeism, lateness etc.).
- Apply health and safety standards to ensure the welfare of clients in general and when assisting with the boarding and alighting of passengers. This includes physically assisting passengers with severe disabilities and / or varying medical conditions (particularly when using tail-lifts), securing client in seats using the requisite safety restraining system, and ensuring that all wheelchairs are correctly secured to the retaining mechanisms or securing points within the vehicle.
- Responsible along with the driver in ensuring the interior and exterior of the vehicle is clean and tidy at all times to required standards, including hygiene control. To ensure that the necessary personal protective equipment and uniform are worn as required.
- Participate in working flexible hours with general core working hours being between 07.00 - 09.00 and 14.30 – 16.30. Undertake additional work as the service needs dictate. The jobholder follows instructed daily and weekly work schedules and is required to report to the Controller where incidents or problems occur.
- The jobholder's normal place of work on a day-to-day basis is in a predominately outdoor environment on vehicles that transport clients from and to various locations and is required to work in a safe and efficient manner in all weather, traffic and road conditions.
- The jobholder must not have any physical or mental limitations that could possibly, or will interfere with safe passage of clients, passenger assistance, and emergency activities.

### Daily functions of this role include:

- Operating and using appropriate techniques and equipment e.g. tails lifts, sitting restraints will be a daily routine in this role.

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- Appropriate health and safety / manual handling activities e.g. pushing, lifting, carrying and or supporting clients from, to and into vehicles. This includes transfers via stairs etc. where reasonable and appropriate to do so.
- For clients that have been identified, assistance with dressing and emergency toileting will be required.

**Variations of duties will be dependent upon the particular needs of the service user / clients, such as:**

- Special needs of clients (mobility problems, learning difficulties, mental health problems, elderly, disabled).
- Types of transport operating – fleet vehicles, including those adapted for disabled access.
- Numbers and ages of service users / clients will vary.
- The work conducted in this role potentially involves a substantial risk to personal safety of injury, illness and health problems arising from day-to-day activities.

# Concierge

Location: Park Plaza London Waterloo, United Kingdom

Job Type: Full Time

Hours per week: 40

Salary: £ 13.48 per hour plus great benefits

## As a Concierge, you will receive:

- Salary: £13.48 per hour plus great benefits
- Two wellness days per year, meaning all team members start with 30 days of holiday per year – including bank holidays, increasing with years of service!
- Two free meals per day- including days off if you wish to come in!
- Heavily discounted hotel rates in Europe (extends to the Radisson Hotel Group and family & friends)
- F&B discounts at our restaurants and bars (for your whole party)
- Access to 40% of your pay before payday through Wagestream
- Recommend a friend scheme – up to £750!
- Vitality at work scheme with great gym discounts & more
- Ride to Work scheme & free cycling lessons
- Benefit Hub – Discounted prices at hundreds of stores, supermarkets, major retailers, attractions, restaurants, and cinemas.
- Free dry cleaning for work uniform
- Annual Staff parties and events
- Company pension plan & award-winning training
- We are looking for our Concierge who:
- Has excellent interpersonal skills and the ability to connect with others
- Promotes a helpful and professional image to our guests and our team  
Manages requests promptly, helpfully, politely, and with a caring attitude
- Ensure a personalised five-star service is given to all guests and clients of the hotel; also, be aware of the daily arrivals, including regular guests and VIPs, etc.
- Who will be responsible for arranging concierge services such as but not limited to providing information and recommendations about local events and activities, luggage assistance, or car services
- Possesses a good command of English and excellent communication skills
- Shares our values: Trust, Respect, Teamwork, Enthusiasm, Commitment & Care
- With previous experience as Concierge in a hotel



# Hotel Administrator

Location: Park Plaza County Hall London, United Kingdom

Job Type: Full Time

Hours per week: 40 Hours

Date Posted: 16 January

Salary: Competitive

As a **Hotel Administrator** you will provide full administrative support to the hotel's Executive Team and act as the main liaison for key internal and external contacts with the Executive Office. You will act as an ambassador of the hotel and ensure all enquiries into the office are handled professionally and efficiently.

## The role as Hotel Administrator will include:

- Managing the General Manager's schedule and provides administrative support to the Hotel Executive Team
- Coordinate and organise regular hotel and General Managers' meetings and appointments, preparing and distributing minutes and following up actions as required
- Act as the main liaison point for certain VIP guests and key internal & external contacts.
- Act as a key point of contact for enquiries and queries within the Executive Office.
- Prepare confidential reports and meeting minutes as required.
- Handle all hotel mail, including responding, acting, and distributing as appropriate.
- Maintain an adequate supply of stationery and orders as required.
- Keep the highest level of confidentiality regarding staff, business, and guest information.
- Answer the telephone, screens calls and make calls on behalf of the Executive Team
- Maintain a filing system and ensures filing is kept up to date.
- Play a key part in the engagement of team members, assisting and supporting the HR department as and when necessary.
- Has previous experience as a Hotel Administrator / Office Manager or similar role.

# Laundry Attendant

Location: Park Plaza Westminster Bridge London,

Job Type: Full Time

Hours per week: 40 Hours Per Week

Salary: £12.79 per Hour

At Park Plaza, authenticity is at the heart of everything we do. As our **Laundry Attendant**, you are at the heart of our back-of-house operation, handling the daily laundry operation with departmental standards to minimise laundry costs while maintaining hotel and company standards.

## As a Laundry Attendant, you will receive:

- Salary: **£12.79** per hour
- Heavily discounted hotel room rates in Europe (extends to the Radisson Hotel Group and family & friends)
- 50% F&B discount at our restaurants and bars (for your whole party)
- Start with 30 days holiday per year - incl bank holidays
- Two free meals per day - including days off if you wish to come in!
- Access to 40% of your pay before payday through Wagestream!
- Recommend a Friend scheme - £750
- BenefitHub – Discounted prices at hundreds of online and high street stores, supermarkets, major retailers, attractions, restaurants and cinemas.
- Vitality at work scheme with great gym discounts & more
- Ride to Work Scheme & free local cycling lessons
- Travel season ticket loans \*
- 24/7 access to our Employee Assistance Programme
- Rotas published at least two weeks in advance (if applicable)
- Departmental productivity and service incentive schemes \*
- Uniforms provided (if applicable) & free dry cleaning
- Annual Staff parties and events
- Company pension plan & award-winning training

## We are looking for a Laundry Attendant:

- Who is assisting with daily laundry operation
- Who can deliver consistent service with the hotel standards
- Who is fanatical about standards and genuinely cares about the quality of the job they do
- Who builds excellent relationships with the back-of-house team members to keep everything running smoothly
- That shares our values: Trust, Respect Teamwork, Enthusiasm, Commitment and Care
- Who has previous experience working with laundry

# Luggage Porter

Location: Park Plaza London Waterloo,

Job Type: Full Time

Hours per week: 40

Salary: £ 12.21 per hour

At Park Plaza, we believe in providing a hotel experience that is tailored to the individual and their needs. As our **Luggage Porter**, you are the first and last person our guests see. Your helpful, can-do approach and passion for great service will create an amazing impression each and every time.

The ideal candidate for the **Luggage Porter** role will:

- Have excellent interpersonal skills and the ability to connect with others
- Manage requests promptly, helpfully, politely and with a caring attitude
- Be responsible for welcoming and assisting guest with delivering or storing their luggage and the delivery of packages
- Possess a good command of English and excellent communication skills
- Share our values: Trust, Respect, Teamwork, Enthusiasm, Commitment & Care
- Have previous experience as a **Luggage Porter**

**As a Luggage Porter, you will receive:**

- **Salary: £12.21 per hour**
- Two wellness days per year, meaning all team members start with 30 days of holiday per year – including bank holidays, increasing with years of service!
- Heavily discounted hotel room rates in Europe (extends to the Radisson Hotel Group and family & friends)
- 50% F&B discount at our restaurants and bars (for your whole party)
- Two free meals per day - including days off if you wish to come in!
- Access to 40% of your pay before payday through Wagestream!
- Recommend a Friend scheme - £750
- BenefitHub – Discounted prices at hundreds of online and high street stores, supermarkets, major retailers, attractions, restaurants and cinemas.
- Vitality at work scheme with great gym discounts & more
- Ride to Work Scheme & free local cycling lessons
- Travel season ticket loans \*
- 24/7 access to our Employee Assistance Programme
- Rotas published at least two weeks in advance (if applicable)
- Departmental productivity and service incentive schemes \*
- Uniforms provided (if applicable) & free dry cleaning
- Annual Staff parties and events
- Company pension plan & award-winning training

# Barista

Positions	1
Salary	£28,091 per annum
Contract Type	Permanent
Working Pattern	Full Time
Location	On-site (Parliamentary Estate - Westminster, London)
Leave entitlement	Starting at 30 days per annum, pro-rata
Closing Date	15th February 2026 at 23:55

## What you'll be doing

Passionate about coffee and meeting new people? As a Barista at the House of Commons, you'll craft delicious drinks, deliver friendly service, and be part of the team that keeps Parliament running every day. Working in this historic and lively setting, you'll serve Members of Parliament, their guests, and staff, helping to create a warm and welcoming atmosphere in one of the most interesting workplaces.

## Why Join us?

**In addition to your salary, we offer an attractive range of benefits including but not limited to:**

- Generous annual leave starting at 30 days and increasing to 35 after one full working year.
- Enrolment in the excellent Civil Service pension scheme with an average employer contribution of 27%
- Flexible working options that help you find a balance including enhanced maternity, paternity, shared parental and adoption leave, caring leave and alternative working patterns.

## What we're looking for.

- Experience providing barista-made coffee in a similar role within a high volume, high-quality cafeteria/coffee bar/hospitality establishment.
- Experience of delivering an excellent standard of hospitality service within a customer facing catering role, demonstrating flexibility and the ability to respond to the ever-changing dynamics of the service environment and the needs of different groups of people.
- Ability to engage with a variety of people and adapt style and content to meet audience needs whilst upholding the values of equality, diversity, and inclusion, demonstrating an understanding of how personal behaviour affects others.

# Lunchtime Assistant

Location: Earls Court Nursery and Pre-School - Part time

Salary £12.21 per hour

Hours: Monday to Friday from 11:30am until 2:30pm,

Closing: 28/02/2026

## 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

## About the nursery

Rated Outstanding by Ofsted, Earls Court Nursery and Pre-School provides Early Years education and care to children from birth to 5 years old.

You can find us in Earls Court, close to Earls Court and West Brompton stations.

We're based in a beautiful Victorian townhouse. Our children enjoy singing, math's, cooking, PE, woodwork and much more. The Children are also champions of the local community and love to get out and about. We teach them to be kind to people and to the planet.



# Early Years Assistant

Location: Harrow Road W2

Hours: Full Time

Salary: £25,396 per annum

Closing: 31<sup>st</sup> March 2026

## 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

If you love children, this could be the job for you

## 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

Newly refurbished building with a beautiful Garden. Feryal and her team are very welcoming and friendly and always support each other. The children love to get involved in the local community too, with trips to the shops and nearby care home.

## Store Assistant **NEW STORE** Opening

Salary Details: £14.35 - £14.66 per hour

Contract Type: Permanent

Locations: Edgware Road W2 2EA

### Vacancy Specification

With us 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: £14.35 - £14.66 per hour

Contract Type: Permanent

Locations: Little Venice W2 1EJ

### Vacancy Specification

With us 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: £14.35 - £14.66 per hour

Contract Type: Permanent

Locations: Camden NW1 7JR

### Vacancy Specification

With us 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.

# Weekend Cleaner

Locations: Lambeth

Salary: £14.15 per hour

Hours Per Week: 12

Working Days: Saturday, Sunday from 7:30am to 14:30 with 30m break

## About The Role:

**Additional Info: This role is being offered on a fixed term contract. Thursday and Friday shift also available.**

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

## As part of your role, your key responsibilities will include, but are not limited to:

- Perform general cleaning duties including sweeping, vacuuming, mopping, and surface sanitisation.
- Maintain cleanliness in communal areas, restrooms, kitchens, and circulation spaces.
- Ensure all areas are kept tidy, free from litter, and safe for use at all times.
- Respond promptly to spillages or hygiene concerns to maintain a safe environment.
- Use cleaning products and equipment in line with COSHH and health & safety guidelines.

## The ideal candidate should meet the following criteria:

- Right to Work in the UK and willingness to undergo an enhanced DBS check.
- Previous cleaning experience is desirable, but full training will be provided.
- Basic understanding of COSHH and safe working practices (preferred).
- A strong sense of responsibility, reliability, and attention to detail.
- Ability to work independently and maintain professionalism in sensitive or busy environments.

Issue Date Friday 23<sup>rd</sup> January 2026

## Visitor Services Host - Retail, Admissions and Zoo Town

Advertising End Date: 04 Feb 2026  
Locations: London Zoo  
Salary Details: £13.85 per hour  
Vacancy Type: Fixed Term  
Workplace type: On-site  
Contract length: 7 months

### Purpose of the role

Working at London Zoo is a truly unique opportunity where no two days are the same, and where your work directly helps support wildlife conservation. Our Retail Sales Assistants play a key role in creating unforgettable moments for visitors by delivering outstanding customer service and enhancing their overall experience.

You'll gain wide-ranging, hands-on experience across the Zoo, working in a diverse set of fast-paced visitor-facing environments including Admissions boxes, the Main Shop, Penguin Beach (with opportunities to support the penguin feed), Tiny Giants, Visitor Welcome, Membership, Zoo Town, multiple kiosks, including the Reptile Kiosk, our seasonal attractions, and our busy exit shop.

This role is offered on a fixed-term contract from March to September 2026. As our zoos are open seven days a week, you will work on a rota basis that includes weekends and bank holidays. We aim to balance operational needs with personal flexibility, so you'll receive advance notice of your shifts to help you plan your time.

You will also need to be available to work on Friday evenings between 5pm and 11pm during June and July to support our popular Zoo Nights events, including assisting at the marshmallow fire pits.

The working day typically starts at 8.30am, with the latest standard finish being 9pm outside of Zoo Nights. Shift lengths vary, ranging from 6-hour shifts to 7.5-hour shifts.

### Key Responsibilities:

**Product & Zoo Knowledge:** Develop and maintain an up-to-date understanding of all retail products, promotions, and zoo activities and be prepared to share this with our visitors.

**Customer Service Excellence:** Deliver excellent customer service by warmly welcoming visitors, confidently answering questions, and promoting and selling admission tickets, car parking, group bookings, promotions, memberships, and experience products to help create a memorable visit.

**Product Management:** Maintain product levels across all areas by replenishing locations, processing deliveries, and communicating stock problems.

**Department Targets:** Play an active role in ensuring departmental sales targets are consistently met.

**Flexible Support:** Provide flexible support by assisting with and operating across all areas that the Visitor Service team remote retail sites, including occasional pop-up shops outside London Zoo.

### About You

Consistently demonstrates a positive, enthusiastic, and energetic approach to work.

Communicates effectively with both visitors and colleagues.

Applies cash-handling procedures accurately and responsibly.

Shows genuine interest in and support for animal conservation.

Comfortable working outdoors for extended periods in all weather conditions.

# Apprentice Keeper

Closing	26 Jan 2026
Locations	London Zoo
Salary	£23,901.08 per annum
Vacancy Type	Fixed Term
Workplace type	On-site
Contract length	24 months

## Purpose of the role

If you are passionate about animals and eager to kick-start an incredible career in animal care, we are excited to offer five Keeper and Aquarist Apprentice positions within our Animal Operations Department at London Zoo. This is a unique two-year fixed-term apprenticeship, designed in collaboration with the Institute for Apprenticeships, BIAZA, and over 25 leading UK zoos, offering hands-on experience like no other.

The apprenticeship is designed to combine practical, on-the-job learning with structured training, with a minimum of 20% off-the-job learning, supporting you to achieve your formal apprenticeship qualification. By the end of the 24-month programme, you will have a comprehensive foundation in animal husbandry, aquatics, and conservation practices, setting you on the path to a rewarding career with ZSL or in the wider zoo and wildlife sector. Join us, and turn your passion for animals into a career that makes a real difference! The position is located at London Zoo, working hours are an average 37.5 per week worked within an annual rota, which includes bank holidays and weekends.

## Key Responsibilities:

**Animal Care and Handling:** Working with a range of animal's species

**Diet Preparation and Feeding:** Preparing of approved diets and carrying out the correct feeding procedures.

**Exhibit and Facility Maintenance:** Cleaning and maintaining exhibits and other designated areas.

**Record Keeping and Observation:** Assisting with record keeping via a Zoological Information Management System (ZIMS), including personal relevant observations of animal behaviour, health, and welfare.

**Veterinary and Training Support:** Assisting keepers, and other colleagues, with veterinary, training, and other relevant animal related procedures.

**Visitor Engagement:** Supporting positive visitor experiences by good customer service and professional visitor engagement.

**Apprenticeship Assessment:** Preparing a portfolio to support the End Point Assessment for the apprenticeship scheme.

**Commitment to Learning:** To be committed to and complete all aspects of training related to the job and apprenticeship.

## About You

Level 2 English and Maths or a commitment to attain them.

Good attention to detail and the ability to follow strict protocols.

Strong communication skills, teamwork, and experience of dealing with the public are essential.

Enjoys working as part of a supportive team.



**Issue Date** Friday 23<sup>rd</sup> January 2026

Comfortable working outdoors in all weather conditions, with a positive and flexible approach to physical, hands-on work.

A full manual driving license is essential and must have been held for at least 1 year.

Eligibility and prior learning:

This apprenticeship is designed for those building new competence in zoo animal care/management. If you already have substantial paid zoo experience (2+ years) or higher-level qualifications in the same occupational area that would duplicate apprenticeship training, you may not be suitable for this entry-level route.

**Please note: Interviews will be held the week commencing 9th February 2026**

# Sales Assistant - 12 Month FTC

Location: Kilburn

Salary: £25,407.00 per Annum (Includes London Weighting) plus the chance to earn up to £2k discretionary bonus over each year pro rated.

Hours: Full time

Are you passionate about helping people and delivering great service? Looking for a role where every day is different and you can truly make a difference?  
If so, we'd love to hear from you.

At H&T, you'll join a passionate team working together at the UK's leading pawnbroker and one of the top 10 jewellery and watch retailers.

We offer a supportive environment that values diverse perspectives, encourages professional growth, and celebrates the contributions of every colleague.

Salary: Starting rate £13.03 per hour (£25,407 per annum), increasing to £13.69 once full training has been completed (Includes London Weighting Allowance) \*

Location: Kilburn

Job Type: Full Time - 37.5hrs - 12 Month FTC

*Flexibility: Full flexibility from Monday to Sunday is required*

The opportunity to earn up to £2,000 extra each year in discretionary bonuses, which are based on performance against key KPIs.

## About the Role

As a Store Colleague at H&T, you'll be the face of our leading business, providing a warm welcome and expert support to every customer in one of our 285+ stores. You will take the time to understand customer needs, offering tailored solutions and ensuring they leave with the best possible outcome.

You don't need experience in pawnbroking, just a genuine interest in people, a strong sense of integrity, and a willingness to learn.

We'll provide full training and support to help you build confidence and succeed in a fast-paced environment where no two days are ever the same.

## Key Responsibilities

- Deliver exceptional customer service with a friendly and professional approach
- Assist customers with a range of services including pawnbroking, retail sales, and financial products
- Maintain high standards of compliance and store presentation
- Work collaboratively with your team to exceed targets
- Handle transactions accurately and securely
- Multilingual skills are a bonus – due to the diversity of our customer base, the ability to speak additional languages is highly valued, though not required

# School Catering Assistant

Hours: Part Time 20 hours per week

Salary: £12.21 P/H

Location: London, NW8 8LN,

## About the Role

As a Catering Assistant, you'll be part of a dynamic, fast-paced team, contributing to a positive and friendly work environment. The role offers numerous opportunities for growth within a company that values individuality and invests in its employees. Your hard work will be recognised and rewarded, making it an excellent chance to advance in a supportive setting.

## Here's an idea of what your shift pattern will be:

- Mon: Full-time (Days)
- Tues: Full-time (Days)
- Weds: Full-time (Days)
- Thurs: Full-time (Days)
- Fri: Full-time (Days)
- Sat:
- Sun:

**Please note: This role is contracted to 43 weeks per year**

## Your key responsibilities will include:

- Preparing delicious, high-quality food that delights our clients and customers
- Crafting eye-catching food and counter displays that draw customers in
- Proudly representing Chartwells and embodying our positive brand image
- Handling transactions with ease and operating the cash register efficiently
- Upholding the highest standards of Food Handling & Hygiene
- Ensuring a safe and healthy work environment by adhering to Health & Safety regulations

## Our ideal Catering Assistant will:

- Bring a positive, can-do attitude to everything you do
- Show genuine passion for delivering exceptional customer service
- Excel as a supportive and collaborative team player
- Embrace the excitement of thriving under pressure
- Demonstrate impeccable time management and reliability
- Prioritise safety in every task you undertake
- Previous experience in a similar catering role is a bonus, but your enthusiasm is what truly matters

# Receptionist

Hurs: Full Time 40 hours per week  
Salary: £13.85 P/H  
Location: NW1 4LE, United Kingdom

## About the Role

We're currently recruiting a friendly Receptionist to provide first-class reception service for CH&CO on a full-time basis, contracted to 40 hours per week.

As a receptionist, you will work in a welcoming team to ensure that all staff and visitors are greeted and dealt with in a warm and efficient manner. In return, you will have the chance to progress with a company that invests in its people, celebrates individuality, and rewards and recognises employees who go above and beyond.

## Working with us has its perks! People are at the heart of everything we do, so we've developed a range of benefits and development opportunities:

- Great operational training and development
- Life assurance scheme
- Personal Development and Training opportunities - We are passionate about our growing team
- A great wellbeing strategy - including access to our Employee Assistance Programme
- Regular social events and communication with our leaders
- A holiday purchase scheme
- Access to some great high street discount vouchers

## Here's an idea of what your shift patterns will be: Variable shifts

**Could you bring your spark to CH&CO? Here's what you need to know before applying:**

### Your key responsibilities will include:

- Creating a warm and welcoming atmosphere for all staff and visitors
- Answering all incoming calls in a friendly manner
- Providing administrative support across a diverse range of areas
- Managing the ordering and distribution of office supplies
- Ensuring the office area is always kept neat and tidy
- Representing Compass Group UK&I and maintaining a positive brand image

### Our ideal Receptionist will:

- Have excellent verbal and written communication skills
- Possess fantastic organisational skills with the ability to prioritise tasks
- Be competent in using Microsoft Office and general office equipment
- Display passion for delivering excellent customer service
- Be an excellent team player
- Have the ability to develop and maintain good working relationships
- Demonstrate exceptional timekeeping and reliability

# Labourer

Location: London, W1S 1SX  
Sector: Building & Construction  
Salary: £13  
Hours: Full Time  
Closing: 4th February 2026

## Job Advertisement: Skilled Labourer

**Overview** We are seeking a dedicated and hardworking Skilled Labourer to join our team. This is an excellent opportunity for individuals with a strong work ethic and a commitment to delivering quality results. The role offers long-term work, with 9.5 hours paid daily and weekend shifts available. A valid CSCS card is required for this position.

## Responsibilities

- Perform a variety of skilled labour tasks as directed by the site supervisor.
- Operate tools and equipment safely and efficiently.
- Assist in the preparation, maintenance, and clean-up of work areas.
- Follow health and safety guidelines to ensure a safe working environment.
- Collaborate with team members to complete projects on time and to a high standard.
- Carry out additional duties as required to support the team and project goals.

## Qualifications

- A valid CSCS card is essential.
- Previous experience in a skilled labourer role is preferred.
- Strong understanding of workplace safety and the ability to follow safety protocols.
- Reliable, punctual, and able to work both independently and as part of a team.
- Physical fitness and the ability to perform manual labour tasks.
- Flexibility to work weekends when required.

If you are a motivated individual looking for long-term work in a supportive and professional environment, we encourage you to apply. Join our team and contribute to projects that make a difference!



# Porter

**Salary information:** Lordsgate Properties pays the London Living Wage

**Hours:** Full time

**Closing date:** 18 February 2026

**Location:** St John's Wood, Northwest London

**Remote working:** On-site only

**Job type:** Permanent

## ABOUT LORDSGATE PROPERTIES

North Gate has a team of porters who work shifts with a weekly average of 43 hours and we are looking for another porter to join our long standing team.

To achieve this, colleagues should always aim to be polite and respectful of residents, each other, trades and delivery people and anyone else they come into contact with while performing their duties.

Porters wear a uniform and should keep it clean and well pressed.

## Porter Duties

- Maintain a polite, courteous, and friendly manner to residents, visitors, colleagues and contractors
- Open doors for residents and their visitors
- Help residents and their visitors with luggage and shopping
- Regular checks of all blocks keeping an eye out for uncollected parcels, mail, left rubbish and anything out of the ordinary.
- ensure gates, doors and windows are shut and locked
- switch communal lights on and off as necessary
- Maintain written records of incidents and checks
- Report damage in communal areas to Head Porter/Estate Officer
- Advise Estate Office of any repairs required on site
- Liaise with maintenance team
- Report suspicious activity immediately to Head Porter and Estate Office
- Accompany couriers/delivery people to the blocks they're delivering to and issue block keys to post man so post can be delivered to each flat
- Direct contractors to their place of work
- Report lift faults to Jacksons Lifts to get them on site ASAP and advise Estate Office
- Sign keys in and out from the Estate Office
- Change light bulbs and batteries in communal areas where necessary and make minor repairs
- Manage parking on the front and back drives issuing visitor parking permits. Ensure lessee contractors do not park on the front drive
- Remove rubbish from communal areas
- Advise Estate Office of communal meter readings
- In the case of fire, call 999 and follow evacuation procedure

**Issue Date** Friday 23<sup>rd</sup> January 2026

Working bank holidays is a non-negotiable requirement of the role and annual leave is 28 days.

## Customer Services Assistant

**Pay Rate: £12.95 per hour.**

**Hours:** Full Time (40 hours).

**Shifts:** Rotational shifts between 5am and 11pm, including some weekends.

**Company:** SSP

**Location:** London, NW1

### Job Description

Customer Service Assistant for East Midlands Trains (EMT) at St. Pancras Station.

- Due to some responsibilities within the Customer Service Assistant role, applicants will need to be 18 years of age or over to perform certain tasks or work on certain shifts.

We are a premier provider of catering and onboard services to the British Railway Industry. With over 40 service centres nationwide and a workforce of over 1000 employees in the UK alone, we are committed to delivering a First-Class service consistently.

### AS A CUSTOMER SERVICE ASSISTANT, YOU'LL:

- Drive platform trucks for train-side deliveries (Full training provided).
- Load/offload catering equipment/stock from trains.
- Order assembly and stock control.
- Comply with Health & Safety/Food Hygiene Regulation.

### WHY JOIN AS CUSTOMER SERVICE ASSISTANT?

At Rail Gourmet, we don't just offer jobs; we provide dynamic career opportunities with a host of benefits:

- Discounted Meal while on shifts.
- Employee Discounts.
- Friends and Family Discount App.
- Award-winning training, apprenticeships and development programs.
- Health & Wellbeing Support.
- Referral Rewards: Get rewarded with £400 for successful referrals.
- Holiday Allowance: 28 days holiday pro rata, inclusive of Bank Holidays.
- Rewards & Recognition such as RG Stars, Extra Mile Vouchers, and more.
- Travel and Leisure Pass: Duty and Leisure pass for TPE after probation.

**Feel like you could belong at Rail Gourmet? Apply now** and embark on the best part of your journey as Customer Service Assistant.

# Customer Services Assistant

Restaurant Associates

Hours: Full Time

Salary: £15.70 P/H

Hours: 40 hours per week

Location: London, N1C 4AG,

## About the Role

Customer Service Assistant, Kings Cross, £15.70p/h

Are you a team player with a passion for food and people? Do you thrive in a busy environment? If so, then we are looking for someone just like you to help us deliver exceptional customer experience!

As a Customer Services Assistant, you will contribute to a passionate and friendly team working in a fast-paced environment.

## What you'll be doing:

- Preparing delicious, high-quality food that delights our clients and customers
- Creating attractive food and counter displays
- Handling cash and operating the cash register
- Complying with Food Handling & Hygiene standards
- Complying with Health & Safety regulations

## What you'll need to succeed:

- Have an enthusiastic can-do attitude
- Display passion for delivering excellent customer service
- Demonstrate outstanding timekeeping and reliability
- Have experience within a similar catering-related role, but this isn't essential.

## We ensure you're rewarded for all your hard work by offering:

- Opportunities to grow, train, and progress within the business
- Free staff meals and a positive, supportive working environment
- Your birthday off on us
- Contributory pension scheme
- Grow your career with our Career Pathways and MyLearning programmes
- Quick access for you and your immediate family to a Digital GP, and wider healthcare benefits
- Exclusive travel discounts with TUI, Expedia, Booking.com and many more
- Save money on your food shop with discounts on Tesco, Sainsbury's, Morrisons and many more
- Up to 44% off cinema tickets to enjoy your favourite blockbuster
- Receive cash rewards every time you spend and use them on a wide range of brands
- Un-wind with us with free wellness, mindfulness and exercise classes
- You can share all discounts and offers with your friends and families

## About Us

Restaurant Associates provides brilliant hospitality through our food, drink and services. We work with our partners and collaborate with our clients to achieve great things together. Every day, our teams of passionate hospitality professionals strive for excellence in delivering employee dining and hospitality to some of the UK's leading workplace as well as inspiring exceptional experiences in iconic cultural and heritage destinations.

# RETAIL ASSISTANT - CASH OFFICE

**Location:** Oxford Street East

**Pay rate:** £13.87

**Employment type:** Temporary (Until 25th April 2026)

**Contracted hours:** Full time 37.5 per week

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

## BECAUSE YOU HAVE AN EYE FOR THE DETAIL

Here, we love to do things our way. We help our customers keep up with high fashion at affordable prices. We do everything with passion, high standards and care around here. And if that sounds like you – join us as a Cash Office Retail Assistant.

### What you'll do

As a Cash Office Retail Assistant, you'll be directly contributing to the profitability of the store. Here's what this looks like in action:

- Preparing and organising floats, as well as cashing up and balancing tills.
- Performing spot checks on all tills, making sure they are supplied with enough change to give our customer's a seamless experience.
- Completing cash lifts with security and members of management.
- You'll carry out safety checks on cash coming in or going out as well as balancing petty cash floats.
- You'll account for all cash at the end of the day.
- You'll also support your store by running reports to look at sales performance throughout the day.

### What you'll bring

Dealing with the money is a very important role at Primark so we need just the right person for the job. Here's what you'll need:

- You've got excellent attention to detail.
- You're honest, a strong communicator and you're good with numbers.
- You can spot potential issues and manage them, keeping management well informed.
- You're a team player with high levels of motivation, a positive attitude and a willingness to learn.

## 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.

# RETAIL ASSISTANT - NIGHT SHIFT

Location: Primark Oxford Street East

Pay rate: £13.87+ Night Premium between 22:00pm - 06:00am

Employment type: Temporary (Until 25th April 2026)

Job type: Full time 37.5 per week

Shift pattern: Will be discussed at interview.

As the shifts require work between the hours of 12-4am, all candidates must be 18+ to be considered.

## BECAUSE YOU'RE VALUED HERE

Here, we love to do things our way. We help our customers keep up with high fashion at affordable prices. We do everything with passion, high standards and care around here. And if that sounds like you – join us as a Nights Retail Assistant.

### What you'll do

As a Nights Retail Assistant, you'll be working hard at night to provide our customers with an amazing experience as soon as they step through the front door the next morning. Here's what this looks like in action:

- Resetting the salesfloor, including creating eye-catching displays and replenishing the stock on the shelves.
- Making sure the stock is correctly priced and that any price changes are clear and visible to customers.
- Handling all stock, stock transfers, deliveries, and removing items from the salesfloor that don't meet our high standards.
- Implement any changes to the salesfloor, such as layout.
- Keeping a tidy and well-organised stockroom.

### What you'll bring

Creating displays that amaze our customers while keeping things running smoothly behind the scenes is an important role at Primark! We need just the right person for the job. Here's what we need from you:

- 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.

### 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.