



# VACANCIES

**Issue Date:**

***Friday 09<sup>th</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**

# Nursery Lunchtime Assistant - Part Time

Salary: £12.21per hour + amazing benefits  
Hours: Part Time - 15 hours per week Mon-Fri 11:30 - 2:30pm  
Location: Westminster, W2 5AU  
Closing: 31<sup>st</sup> March 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

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.

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).

# Clinical Services Administrator

Location: Bank of England  
Contract: Permanent | Part Time  
Salary: Up to £28,808 Pro Rata  
Hours: 24 Hours per week (8hr shifts - Monday, Tuesday and Thursday ranging from 08:00-19:00)

## About the Role

- Provide a professional reception and back office service for the clinic: managing client and internal queries in an efficient and timely manner.
- Ensure a high standard of customer service at all times and work to facilitate the smooth day-to-day running of the services. This includes, interacting with clients and other stakeholders in a professional and courteous manner.
- Put the customer first with a case management service that ensures an integrated and seamless customer journey through the multiple Nuffield Health services. The successful candidates will become competent with our latest patient concierge service, which enables patients to book in at Nuffield Health hospitals directly.
- The role holder will be required to comply with the policies and procedures in place, at all times, and champion the Nuffield Health brand and its values.
- Referral follow-up via outbound calls to offer clients appropriate treatment at Nuffield Health.
  - Ensuring full case management of patient data, that IT systems are accurate and detailed, and the customer journey is at the forefront of all actions.
- Efficient handling of complaints, queries and feedback.
- Adhere to data protection principles, as well as ensuring all information (whether patient or organisation specific) is treated sensitively and confidentially.
- Manage internal client queries, ensuring all enquiries are dealt with in an efficient and timely manner, escalating more complex queries to senior staff as required.
- Input client data and complete the patient registration process in an accurate and timely manner to agreed formats and standards.
- Greet all visitors and ensure professional and effective communication with all clients, visitors and other clinical staff.

## Educational Qualifications – Desirable:

- (Training, Professional memberships, Accreditations)
- NVQ Level 2 in Business and Administration or equivalent  
Or
- GCSE English and Maths or equivalent qualification
- Educated to A-level or equivalent.
- Experience, Knowledge & Expertise – Desirable
- Good IT and Key Board Skills
- Good communication/interpersonal skills
- Experience of working in a customer facing environment
- Knowledge and understanding of clinical terminology
- Demonstrable relevant experience working within a health care environment

**Role Specific Competencies**

- Computer literate to a basic level with Word, Outlook and Excel packages.
- Exemplary customer service skills.
- Excellent time management skills.
- Excellent communication skills.
- Self-motivated, with the ability to work on own initiative.
- Good team player.
- Takes ownership of all allocated tasks.
- Excellent planning and organisational skills, and capable of working to stringent deadlines.
- Well-presented and professional in appearance.
- High level of interpersonal skills and personal drive.

**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.

# Male Clean Team Member (Weekend)

Location: Paddington FWC

Contract: Permanent

Hours: Part Time 16 hours per week

Salary: £26,166.60 pro rata, dependent on experience

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

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**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)

## Male Cleaner Disclaimer

*A major part of this role will involve cleaning the male changing rooms and so we require a Male Cleaner only for this role. This in no way affects any other candidate rights. Exemption is claimed under the Equality Act 2010 Part 1 Schedule 9.*

# Early Years Assistant

Location: Royal Oak (Harrow Road) W2 5AU  
Hours: Full Time  
Salary: £25,396 per annum + amazing benefits  
Closing: 16<sup>th</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.

## 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

## 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

## 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.

# Front of House Team Member

Location: Shoreditch FWC

Contract: Permanent

Hours: Part Time 32 hours per week

Salary: £26,665.65 pro rata, dependent on experience

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.

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

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



# Learning Support Assistant

The role is Permanent, Term-Time (approx., 36 weeks per annum)

Monday to Friday (08:30 – 17:00)

Salary: £27,008 - £29,350 pro rata, depending on experience (£23,150 - £25,157 salary for term-time, 36 weeks pa). Plus, a central London allowance of £1000 per annum.

Closing Date: Friday 23rd January 2026

To Start: Spring Term 2026

## About us:

Blossom House School is an Ofsted-rated “Outstanding” specialist school for children aged 3 - 19 years of age with speech, language and communication difficulties. We provide a nurturing environment for children from Foundation Stage, Early Years, Primary, Secondary and Post-16. Although many of the children have some associated difficulties such as fine motor problems or poor organisational skills, they are all within the average range of cognitive abilities.

Part of Blossom House, Euston, is a specialist independent day school based near Euston, London. We currently have children aged 3 to 12 years; however, we aim to grow our provision with the children throughout the primary and secondary phase. Our school has a unique atmosphere created by its totally dedicated, highly professional and caring staff. We acknowledge specific strengths and support individual weaknesses, so that each child “blossoms” and has the opportunity to fulfil his or her potential.

## What the role involves:

The Learning Support Assistant role involves supporting secondary children, assisting the class teacher and therapists, helping to maintain the learning environments and assisting with administration. You may be required to provide ad-hoc or dedicated 1:1 support to specific children and also to provide whole-class support in lessons.

## The ideal candidate will have:

- Supporting our students can sometimes be challenging, mental and physical resilience are qualities necessary for all our staff.
- Confidence, enthusiasm and a passion for learning.
- Excellent English skills (clear written and spoken English) along with good reading, writing and numeracy skills.
- The ability to build good working relationships with children, teachers, parents and carers.
- Experience of working with children with Special Education Needs (SEN), particularly Secondary children on the Autism Spectrum.
- The ability to manage a small group of children with complex social communication needs.
- The ability to promote positive behaviour in a nurturing environment is essential.

## Safeguarding Statement

Blossom House Christopher House is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.



# Clean Team Member (Female)

Location: Paddington FWC

Contract: Permanent

Hours: Part time 30 hours per week

Salary: £26,000.00 pro rata, depending on experience

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.

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## Female Cleaner Disclaimer

*A major part of this role will involve cleaning the female changing rooms and so we require a female Cleaner only for this role. This in no way affects any other candidate rights.*

*Exemption is claimed under the Equality Act 2010 Part 1 Schedule 9.*

# Male Clean Team Member

Location: Islington Fitness and Wellbeing Gym

Contract: Permanent | Part-Time

Salary: £26,166.40 pro rata

Hours: 6.5 per week

***A major part of this role will involve cleaning the male changing rooms and so we require a Male Cleaner only for this role. This in no way affects any other candidate rights. Exemption is claimed under the Equality Act 2010 Part 1 Schedule 9.***

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

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# Porter

Location: Hammersmith (W6)

Hours: Mon-Fri 8:30am-5pm and Sat 9am-12pm

Salary: £30-33,000 per annum (plus 25 days annual leave plus bank holidays, and pension)

Type: Permanent

We're recruiting for a **reliable, hands-on Porter** for a high-quality **riverside residential development** in Hammersmith.

This is a varied, site-based role covering **cleaning, basic maintenance, resident support, and contractor liaison**. Ideal for someone who takes pride in their work and enjoys being a visible, trusted on-site presence.

## Key Duties

- Cleaning communal areas, lifts, walkways & car park
- Waste management & recycling (twice daily)
- Post & parcel distribution
- Basic maintenance (lights, door checks, consumables)
- Supporting residents & liaising with contractors
- Maintaining site security & daily logs
- Occasional out-of-hours emergency response (paid)

## The Site

- Secure, gated **riverside development**
- Modern apartments with professional residents
- Excellent transport links (Hammersmith area)

## Candidate Profile

- Porter / caretaker / facilities experience preferred
- Reliable, punctual, and organised
- Comfortable with physical work
- Good communication and customer service skills
- Trustworthy and able to work independently

# Night Concierge/Security Officer

**Hours:** 4 on 4 off / 19:00-07:00

**Salary:** £28,865 per annum / £13.21 per hour

**Location:** Nine Elms SW11 closest stations are Nine Elms or Battersea Power Station

We have an exciting new permanent opportunity for a Night Concierge/Security Officer at our prestigious site in Nine Elms, just a stone's throw away from the infamous Battersea Power Station (SW11).

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.

# Night Porter

**Location: Green Park, London**

**Salary: £30,000 + overtime**

**Shifts: 12-hour nights, 2 on / 2 off**

Join a small, prestigious residential building in the heart of Mayfair, providing exceptional service to its residents. This is an exciting opportunity for a disciplined, alert, and personable Night Porter to become a key part of a well-established team.

## About the Role

- Cover night shifts on a 2 on / 2 off rotation
- Maintain visibility and security throughout the building
- Desk duties including CCTV monitoring, resident greetings, and managing deliveries
- Night patrols and light operational tasks (rubbish runs, ensuring safety)
- Work closely with the porter team and management to deliver seamless service

## What We're Looking For

- Polite, professional, and alert at night
- Strong communication skills and confident on email
- Able to follow instructions and work well in a team
- Experience in residential or hotel environments preferred, but all applications considered
- Flexible and open to overtime opportunities

## Why You'll Love This Role

- Work in a small, high-end building in Mayfair
- Enjoy consistent 2 on / 2 off shifts
- Opportunity to gain hands-on experience in a prestigious setting
- Supportive team environment, with potential trial period to start

# Customer Assistant - Cafe - Pantheon

Contract: Permanent

Hours: Full Time

Salary: £12.60 p/h

## Work Pattern

Wednesday: 12:00–20:00, Thursday: 12:00–20:00, Friday: 12:45–18:00

You'll be a brand ambassador who's ready to recommend and promote our delicious café menu. Through remarkable service you'll make sure our customers feel truly valued every time they shop with us.

- Being digitally confident is essential. You'll utilise our digital tools, such as our digital menus 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 while maintaining high standards in food safety and hygiene consistently. 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 café environment, supporting and respecting your colleagues and our customers every day.
- 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



# Cleaner

Location: Shepherds Bush

Hours: 12 Per Week

Working Days: Monday, Thursday, Saturday, Sunday

## About The Role:

Cleaning operative Monday- Thursday- Saturday- 07:00-10:00am and Sunday 09:00-12:00.

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

## Key responsibilities:

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

## The ideal candidate should meet the following criteria:

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

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

# Loans Assistant

Salary: £25,927 - £29,503

Location: Cromwell Road, London

Closing: 18<sup>th</sup> January 2026

We are looking for an enthusiastic Loans Assistant to join the Loans Section at the V&A.

This is a varied role where you will get involved in all aspects of the loans process. You will assist with the management and delivery of the V&A's long-term loan programmes, process selected short-term loans out to temporary exhibitions in the UK and abroad as well as providing excellent administrative support to the whole team.

You will have experience working with collections and be able to follow procedures and museum standards for collections management. Good organisational skills and attention to detail are key to succeeding in this role, alongside a positive attitude and ability to remain calm under pressure. Previous experience of working in a museum or gallery environment, or undertaking lending or borrowing activities will be an advantage.

This is a great opportunity to join the V&A's dynamic Loans team and contribute to the promotion of excellent standards of Collections Management practice within the Museum.

This is a fixed term role for a period of up to 12 months commencing in March 2026.

Closing date for applications is 18 January 2026 with interviews expected to take place during the week commencing 2 February 2026.

Our mission is to be recognised as the world's leading museum of art, design and performance, and to enrich people's lives by promoting research, knowledge and enjoyment of the designed world to the widest possible audience. We strive to make the V&A matter to more people and in that context, we work to the following six strategic objectives:

- To create a world class visitor and learning experience across all V&A sites and collections.
- Focus and deepen the relevance of our collections to the UK creative and knowledge economy.
- Expand the V&A's international reach, reputation and impact.
- To operate with financial and organisational initiative and efficiency.
- Showcase the best of digital design and deliver an outstanding digital experience.
- Diversify and increase private and commercial funding sources.

# Ambulance Care Assistant (Driver)

**Job category:** Care & Rehabilitation Services

**Closing:** 30/01/2026

**Location:** UCLH, London, WC1E 6AS

**Hours:** Full Time, Monday - Friday (Days) – 45 hours per week, Permanent

**Salary:** £32,498.12 per annum (£13.85 per hour)

Are you a caring and compassionate person looking to better use your skills to help people? Don't have experience? Don't worry, you have life skills and that's what we're looking for!

Our dedicated training team will guide you through our 15-day comprehensive training programme, helping you to develop the skills needed to begin and progress in your new rewarding career with us.

## About the Role

The Ambulance Care Assistant (ACA) will play an important role in helping people receive the care they need.

As an ACA with G4S Patient Transport Services, you'll be transporting elderly, sick and vulnerable patients to their medical appointments and between healthcare facilities, whilst showing compassion in times of vulnerability. Together we'll work together to ensure every journey we make supports our community, the NHS, and our patients.

Such responsibility requires empathy and compassion. These are skills you'll build upon during our initial training and development programme, alongside constant guidance from our expert support team. We'll give you all the tools to build a meaningful career with us.

This is an important role, providing excellent care and ensuring safety and patient welfare. A role where you'll receive all the training you need to feel prepared in any situation that may arise.

## Some of the key responsibilities will involve:

- Driving patients with varying health and mobility needs to and from hospital/Clinic appointments
- Assist, move and handle patients, who may be ambulatory or wheelchair bound, using appropriate equipment where necessary e.g. carrying patients up the stairs using a carry chair, moving immobile patients in and out of bed, on stretchers, wheelchairs into and out of the vehicle and homes
- Ensure safety and patient welfare at all times and providing reassurance, comfort and support when needed
- Assist patients when entering and leaving their homes
- Maintain cleanliness of vehicles and equipment
- Liaise with our central control team to ensure the timeline pick up and drop off of patients

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- Undertake patient and vehicle risk assessments, and completion of reports or documentation

### **About you**

You must hold a full UK Manual Driving Licence.

It is imperative that you consider yourself to be effective and resilient under pressure, have the ability to work effectively as part of a team and have strong communication and interpersonal skills.

The ideal candidate will demonstrate a sympathetic, respectful and caring attitude towards patients and have the flexibility and adaptability in accordance with the needs of the service.

We are looking for strong people skills with the ability to be resilient, confident with a tenacious can-do attitude.

A proven professional with professionalism and integrity, you will play an integral part of the G4S Patient Transport Services Team.

You must be eligible to work in the UK and must have been resident in the UK for a minimum period of 3 years. You will also need to provide full details of your employment and education history for the last 3 years as part of the security screening process for this role.

### **Excellent Company benefits include:**

- Company pension scheme with employer contributions
- Free Uniform
- Free On-site Parking
- G4S Life Assurance Scheme
- Employee Assistance Programme (Confidential Counselling Services, 24/7 support specialising in health and medical)
- Subsidised Healthcare Plan
- Charity work- Match-it and Payroll Giving
- Access to a "Blue Light" Card and associated discounts
- Access to G4S Perks at Work scheme entitling you to amazing discounts, offers and services across hundreds of market leading retailers in electronics, weekly groceries, outlets, restaurants, mobile phone contracts and fashion.
- Refer a Friend Scheme
- Progression, training and development opportunities.

Please note that these vacancies are subject to a checkable history and the strict vetting standards set by G4S and an Enhanced DBS check which is funded by G4S. We also have a strict standard to achieve on the full 15-day training programme. Our training team will do everything to support you achieving this standard.

# IT Support Trainee

Trainee 1st Line IT Support Officer

Salary: £27,050.00 - £28,383.00 (Including London Weighting Allowance)

Contract: Permanent

Hours: Full Time

United Colleges Group is seeking a Trainee 1st Line IT Support Officer to join the IT Services team. The role provides first-line technical support to staff and learners and supports the maintenance and operation of end-user computing and Audio-Visual environments across the Group. Training and development will be provided to support progression within IT support.

## About the role

### The postholder will:

- Provide first-line IT and Audio-Visual support to users across the Group
- Log, manage, and update support requests using the Service Desk system
- Assist with the installation, configuration, upgrading, and maintenance of IT equipment and software
- Diagnose and resolve desktop hardware and software faults
- Support Windows 10 and Microsoft Office (2016 or later) environments
- Assist with IT asset management, moves, changes, and equipment disposal
- Escalate issues appropriately and work to agreed service levels

### The IT Support Trainee will:

- Hold a relevant RQF Level 3 qualification and be enrolled on, or willing to enrol on, a Level 4 (or above) programme in Computing, Electronics, or a related discipline
  - or
  - Have at least one year's practical experience supporting End User Compute and Audio-Visual environments
- You will also demonstrate:
- Practical experience upgrading PCs and resolving desktop hardware and software faults
  - Experience installing and configuring desktop application software
  - Experience supporting Windows 10 and Microsoft Office (2016+)
  - Practical experience using a helpdesk system and remote desktop support tools
  - The ability to communicate effectively with staff at all levels, including providing limited technical guidance or training
  - The ability to work independently and as part of a team, managing your own workload effectively
  - A flexible approach to working practices and working hours
  - Willingness to travel between Group sites and, occasionally, supplier premises
  - An awareness of equal opportunities and safeguarding responsibilities within an education setting
  - Relevant vendor certifications or accreditations are desirable.

# Early Years Assistant - Nursery

Early Years Assistant

Hours: Full Time

Location: Westminster, W10

Salary: £25,396 per annum + amazing benefits

## 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

Located close to Queens Park and Kensal Green stations. Katharine Bruce has a long-standing team who believe the key to learning is variety. Every day is different! Parents and grandparents come into the nursery to read with the children in different languages



# Cleaning opportunity

If you would like to work for us as one of our domestic cleaners, please complete the form below and we will contact you to arrange an interview. Please note that we cannot deal with applicants over the phone.

## So, what is the job about?

You will work at different domestic homes to which you will attend on a regular basis. Your duties will include general housekeeping works like hovering, dusting, polishing, cleaning bathrooms and kitchens to a very high standard. Some ironing may be requested as well.

## Why should I Join

- Work for yourself, not an agency
- Work as many hours as you want
- Work close to your home, so less travelling
- Earn up to £17.50 per hour and get paid on time

## You should apply immediately if you

- are reliable and responsible and are a good time keeping person
- have good communication skills (able to receive instructions over the phone)
- are able to demonstrate your right to work in the UK (if applicable) and have a National Insurance Number
- can provide two references
- are wishing to do part time work

*You will be paid directly in cash on the day at a rate of £15:00 / 17.00 per hour depending on the area and other circumstances. We may also offer you some one-off (spring clean) jobs at a rate higher than regular jobs.*

You will work as **self-employed** being taxes and NI contributions of your own responsibility.

# Caretaker

**Hours:** Monday to Friday / 08:00-14:00 (30 hours weekly)

**Contract:** Permanent

**Location:** Hyde Park Estate W2

**Salary:** £19,828 per annum; or £12.71 per hour

We are currently recruiting for a Caretaker / Estate Operative to become a part of the team at a beautiful and traditional residential building in Hyde Park Estate (W2). Responsible for overseeing 155 apartments, we are seeking a hands-on and detail-oriented Caretaker to maintain high standards of cleanliness, safety, and presentation within a luxury residential development. The role is practical and varied, covering communal, basement, and external areas, and requires close cooperation with the Concierge and Property Manager to ensure the building remains well maintained at all times.

We will require 2 years' minimum of relevant experience.

**Main duties and responsibilities:**

- Maintain cleanliness and presentation of all communal, basement, and amenity areas, including lobbies, corridors, staircases, lifts, gym, restrooms, and staff areas.
- Carry out routine and specialist cleaning, including care of marble floors, high-value finishes, artwork, and fittings using appropriate methods.
- Manage daily waste collection, bin movements, and cleanliness of refuse and bin storage areas.
- Maintain external areas, including entrances, steps, patios, drains, and surrounding walkways.
- Support fire safety by keeping escape routes clear, cleaning fire equipment, and reporting hazards.
- Carry out light maintenance and minor repairs, including replacing light bulbs, tightening fittings, and clearing minor blockages.
- Identify, record, and report defects, damage, hazards, or maintenance issues to the Concierge or Property Manager.
- Maintain tools, equipment, cleaning cupboards, and stock levels; complete cleaning and maintenance logs.
- Support contractors on site and escalate any incomplete or unsatisfactory works.
- Undertake scheduled deep cleaning and high-level cleaning tasks as required.

**General:**

- Reliable, proactive, and able to work independently.
- Experience in cleaning, caretaking, or facilities maintenance within residential or similar environments.
- Knowledge of safe cleaning practices, waste handling, and basic maintenance.
- Awareness of health and safety requirements, including COSHH and safe systems of work.
- Comfortable working at height for high-level cleaning tasks.
- Flexible, adaptable, and a strong team player with good communication skills.

# CAMPUS SECURITY - FEMALE ONLY

Salary: £13.85 Per Hour

Hours: 9 hours shifts covering between 06:00 to 22:00, Mon--Fri, during Term Time only.

Sector: Security

Location: Paddington

Please note: There is an occupational requirement for female officers due to the need to search female staff and visitors entering and leaving the site.

Within this active role, you will be required to ensure the security and safety of client premises, and persons on a college campus.

Working as part of a team in a modern, fast-paced environment, you will carry out a range of duties including:

## KEY TASK AREAS / RESPONSIBILITIES:

- Access control
- Security patrols
- Incident response
- Detecting any suspicious behaviour and preventing vandalism, thefts or other criminal behaviour
- Dealing with queries / Customer service
- Report writing
- Completing daily operational paperwork
- Complying to all company/client procedures & policies
- Comply with all managerial directives
- Maintain high standards of professionalism

Usual hours of work are 9 hours shifts covering between 06:00 to 22:00, Monday--Friday, during Term Time only; but as a member of a small team you will need to be reliable and flexible to support your colleagues.

## PERSON SPECIFICATION: Essential -

- SIA Security/Door Supervisor license
- Ability to be flexible, according to roster
- Good customer service skills
- Provide 5 Year checkable work history
- Eligibility to work within the UK, if required
- Excellent communication skills, both written and oral
- Maintain excellent attendance & timekeeping
- Computer Literate

## Desirable -

- Valid First Aid Certificate
- Previous security experience

**Full training, uniform and health and safety equipment are provided, and you will also have access to:**

- Personal Pension Scheme
- Health Insurance Scheme
- Discount shopping platform
- Employee Assistance Programme
- Cycle to Work Scheme

**Issue Date** Friday 9<sup>th</sup> January 2026

## Day Concierge

**Hours:** 4 on 4 off / 07:00-19:00

**Salary:** £28,808 – £29,952 per annum; or £13.85 – £14.40 per hour

**Location:** Hyde Park Estate W2

We are currently recruiting for a Day Concierge to become a part of the team at a beautiful and traditional residential building in Hyde Park Estate (W2). Responsible for overseeing 155 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.
- 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.

*If this position is of interest to you, please send your CV across.*

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

## Store Assistant

Salary: £14.35 - £14.66 per hour

Contract: Permanent

Locations: Camden

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 always provide excellent customer service 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: £14.35 - £14.66 per hour

Contract Type: Permanent

Locations: Little Venice

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 always provide excellent customer service 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: £14.35 - £14.66 per hour

Contract: Permanent

Locations: Kentish Town

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 always provide excellent customer service 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.

# Finance Assistant

Location: Park Plaza Westminster Bridge London, United Kingdom

Job Level: Team Member

Job Type: Full Time

Hours per week: 40

Are you from a **Front Office/Reception** background with excel knowledge and looking to venture into the world of Finance? Join our hotel team as a **Finance Assistant**, supporting the Finance Director and Financial Controller in ensuring smooth, accurate, and timely financial operations.

PPHE creates valuable memories for our guests and stakeholders – across our international portfolio of prime hospitality real estate, encompassing iconic hotels, destination restaurants, buzzing bars and more. Driving it all, behind the scenes, are our support teams.

## What you'll do as a Finance Assistant:

- Manage meetings & events billing, refunds, and event deposit tracking
- Liaise between finance and operations to ensure accuracy and control
- Prepare financial reports and assist with credit meetings
- Maintain the Billing Email Folder
- Participate in PM/PX Review Meeting FO and M&E Planning Team.
- Maintain and reconcile food stock, service charges, and petty cash
- Support payroll and service charge allocations
- Sending out the list of PMs open with outstanding balance to Groups.
- Preparing Tronc Master file used for Service Charge Allocation
- Collaborate with planning and front office teams on financial reviews

**You'll Work With:** Opera | Adyen | Adaco | Board | Sun | Micros | PDF Editor

## About You:

- Proven Excel knowledge
- Detail-oriented and proactive mindset
- Strong communication and collaboration skills
- Experience with hotel finance systems is a plus
- Immediate availability preferred

## What's in it for you?

- Discounted PPHE hotel rates (extends to the Radisson Hotel Group and family & friends)
- F&B discounts at our restaurants and bars (for your whole party)
- 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
- Recommend a friend scheme – up to £750!
- Vitality at work scheme with great gym discounts & more
- Ride to Work scheme & free cycling lessons
- 24/7 employee assistance programme
- 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



# Kitchen Porter

**Location:** Park Plaza Westminster Bridge London, United Kingdom

**Job Level:** Team Member

**Job Type:** Full Time

**Hours per week:** 40 hours per week

**Salary:** £12.65 per hour

At Park Plaza, authenticity is at the heart of everything we do. Our **Kitchen Porter** prepares and supports the kitchen team to present memorable meals for our guests, applying their energy and enthusiasm to every task.

## As a Kitchen Porter, you will receive:

- Salary: **£12.65** 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

## The ideal candidate for the Kitchen Porter role will:

- Be fanatical about standards and genuinely care about the quality of the job they do
- Build excellent relationships with kitchen and front-of-house team members to keep everything running smoothly
- Share our values: Trust, Respect, Teamwork, Enthusiasm, Commitment and Care
- Have previous experience as a **Kitchen Porter** in a restaurant or hotel

Renowned for creating memorable moments, Park Plaza caters to both leisure and business travellers with stylish guest rooms and versatile meeting facilities which are perfectly complemented by award-winning restaurants and bars.

# Receptionist

Location: Park Plaza Westminster Bridge London, United Kingdom

Hours: Full Time

Hours per week: 40

Salary: £12.65 plus incentive (10% of room upgrade, £1 per breakfast voucher and £2 per restaurant voucher)

## Receptionist

At Park Plaza, we believe in providing a hotel experience that is tailored to the individual and their needs. As our receptionist, 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.

### As a receptionist, you will receive:

- Salary: £12.65 per hour plus incentive
- 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

### The ideal candidate for the Receptionist role will:

- Have excellent interpersonal skills and the ability to connect with others
- Manage requests promptly, helpfully, politely and with a caring attitude
- Possess a good command of English and excellent communication skills
- Share our values: Trust, Respect, Teamwork, Enthusiasm, Commitment & Care
- Have previous experience in a customer-facing role or as a **receptionist** in the hospitality sector

Renowned for creating memorable moments, Park Plaza caters to both leisure and business travellers with stylish guest rooms and versatile meeting facilities which are perfectly complemented by award-winning restaurants and bars.

# Public Area Cleaner

Location: Park Plaza Westminster Bridge London, United Kingdom

Job Type: Full Time

Hours per week: 40 Hours Per Week

Salary: £12.56 Per Hour

Our housekeeping team allows us to take pride in our appearance. Whether it is our guest's rooms or public areas, they keep everything clean and pristine. Join us as a **Public Area Cleaner** and we will give you the training and support to succeed.

## As our Public Area Cleaner, you will:

- Be responsible for cleaning our public areas at a high standard.
- Wash and sanitize toilets, sinks and showers and restock disposables (e.g. soap) in guest and back-of-house areas.
- Have a passion for cleanliness and an eye for detail.
- Listen to the needs of guests and other team members and adapt to meet them.
- Have a courteous and professional attitude with guests and team members.
- Share our values: Trust, Respect, Teamwork, Enthusiasm, Commitment & Care.

## As a Public Area Cleaner, you will receive:

- Salary: **£12.56** 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

Renowned for creating memorable moments, Park Plaza caters to both leisure and business travellers with stylish guest rooms and versatile meeting facilities which are perfectly complemented by award-winning restaurants and bars.

# Mystery Shopper

Hours: Part time

Closing date: 27 January 2026

Location: Westminster, Southwest London

Remote working: On-site only

Company: JKS Mystery Shopping and Training Ltd

Job type: Contract

## Summary

Become a Mystery Shopper with JKS Mystery Shopping!

Do you enjoy shopping, providing constructive feedback and discovering new experiences? Join JKS Mystery Shopping and get paid to do it!

Signing up is free, and we have a wide variety of assignments on offer.

As a mystery shopper, you'll act as a regular customer, helping businesses improve their service. Tasks include visits to restaurants and cafés, fragrance and beauty counters, clothing stores, pharmacies, food retailers, charities, and leisure centres. You may also want to work from home, completing phone calls, emails, and online enquiries.

## Earnings:

Fees vary by assignment, with pay comparable to the National Minimum Wage. Each task's fee is listed on our Job Board.

## Important:

You will work as a self-employed contractor, responsible for your own Tax and National Insurance contributions.

# External Commissioner

|                 |   |
|-----------------|---|
| Salary          | £16,500 per annum   |
| Contract Type   | Fixed Term  |
| Contract Length | Three-year term, with the possibility of up to another two years. |
| Working Pattern | Variable  |
| Location        | Hybrid (remote and on-site - Westminster, London)                 |
| Closing Date    | 18th January 2026 at 23:55  |

Both External Commissioners will join the Audit Committees at the earliest practical opportunity in 2026.

## What you'll do

- Provide independent, high-level oversight and strategic advice to the Commission.
- Work closely with senior Parliamentary officials and Members.
- Sit on the House of Commons Audit and Risk Assurance Committee (and from 2026, chair it if appointed to the Chair role).
- Support governance, assurance and decision-making at the heart of UK democracy.

## Terms

- £16,500 per year (plus £2,600 for Audit Committee Chair).
- 25 days per year.
- Three-year term, with the possibility of up to another two years.
- CTC level security clearance required.
- UK residency requirement applies.

## What we're looking for.

- Senior executive leadership in a complex organisation.
- Strong non-executive experience, with proven judgement on sensitive and complex issues.
- Outstanding communication skills and the ability to navigate high-stakes stakeholder environments.
- A commitment to impartiality, diversity and inclusion.
- Next Steps and Additional Information

The External Commissioners will be selected on the basis of a combination of a written application and an interview.

## All applicants are required to provide the following:

- A CV (maximum three sides of A4) including any unpaid or community achievements.
- A supporting statement (maximum two sides of A4) giving evidence of the strength and depth of your ability to meet the criteria for the role. Please provide specific examples of how your experience will support you in the role on the Commission, Client Board and Audit Committees.
- A conflict of interest form. Please give details of any business or other interests or any personal connections which, if you are appointed, could be misconstrued or cause embarrassment. Any particular conflicts of interest detailed here will not prevent you from going forward to interview, but may, if appropriate, be explored with you during your interview to establish how you would address the issue(s) should you be successful in your application. This form is attached to the advert.
- The political activity declaration. For background on this, see the 'Eligibility' section on the Candidate Pack. This form is attached to the advert.

# Weekend Porter – Northwest London

Salary: £15 per hour/£12,400 per annum

Hours: Sat & Sun, 7:00am – 3:00pm | 16 hrs/week | Immediate Start

We are recruiting a **reliable and hands-on Porter** for a prestigious residential development in North West London. This is a weekend role (Saturday & Sunday) supporting a small, friendly team in a luxury building environment.

## What You'll Do:

- Welcome residents and visitors
- Monitor building security and CCTV
- Manage keys, parcels, and deliveries
- Assist with light cleaning, rubbish collection, and car park organisation
- Liaise with contractors and report maintenance issues
- Support the Head Porter with daily operations

## What We're Looking For:

- Experience in residential porter, concierge, or front-of-house roles
- Reliable, proactive, and well-presented
- Comfortable working independently and as part of a small team
- Flexible and hands-on approach

## Benefits:

- Pension (statutory)
- 16 days holiday (excluding bank holidays)
- Overtime may be available
- Training provided and immediate start

**To Apply:** Submit your CV for immediate consideration. Interviews will commence this week!



# Concierge (Residential) – NW London

**Salary: £28,000 + Statutory Pension + Standard Holiday Allowance**

**Contract: Permanent**

**Hours: 11:00AM-19:00PM 35 hrs/week (Afternoons)**

We are supporting a mixed-used residential development in **Northwest London** seeking a polished and proactive **Concierge** to provide first-class service to residents, visitors, and contractors.

## Key Responsibilities

- Welcome residents, guests, and contractors; manage front desk communications
- Oversee building access, security, and visitor verification
- Conduct daily inspections and report maintenance or operational issues
- Handle parcel, mail, and key management systems
- Liaise with contractors and on-site teams to maintain standards
- Maintain accurate logs, handovers, and administrative records

## Candidate Requirements

- Previous concierge, residential FOH, corporate reception, or luxury customer service experience
- Confident communication and interpersonal skills
- Reliable, well-presented, and professional
- Knowledge of Health & Fire Safety protocols desirable
- SIA CCTV licence beneficial but not essential

## Hours & Benefits

- Hours: 11:00am – 7:00pm, 35 hours/week (Afternoons, unpaid lunch)
- Salary: £28,000 per annum
- Benefits: Statutory pension and standard holiday allowance
- Permanent role with excellent transport links (Overground & Underground nearby)

**To Apply:** Submit your CV for consideration. Shortlisted candidates will be contacted directly, and interviews will commence right away! Don't miss out...

# Evening & Weekend Care Assistant

**Location:** Westminster based Team!

## Salary

- Weekdays (Mon–Fri): £14.07 per hour
- Weekends (Sat): £14.07 per hour
- Weekends (Sun): £14.57 per hour

## Shift Patterns

- We offer flexible shifts to suit your lifestyle – our services run 7 days a week:
- Day Shifts: 8:00/9:00 AM – 2:00/3:00 PM
- Evening Shifts: 4:00 PM – 9:00 PM

We value flexibility, reliability, and compassion — and we offer consistent work for those who love making a difference.

At London Care, every day is different — and every day gives you the chance to do meaningful, rewarding work that truly changes people's lives.

We're currently recruiting Evening and Weekend Care Assistants to join our passionate, dedicated team supporting service users across Northwest and Central London.

## Work Locations

Serving local communities across London, including:

Camden Town, Belsize Park, St Johns Wood, Marylebone, Mayfair, Hyde Park, Paddington, Westbourne Park, West Kilburn, Warrick Avenue, Lisson Grove.,

## Job Description What You'll Be Doing

As a Care Professional, you'll provide essential home care and support, following personalised plans that put dignity and respect first.

## Your key responsibilities include:

- Personal care (bathing, dressing, toileting, grooming)
- Medication support (preparation and administration)
- Meal preparation and mealtime assistance
- Mobility and equipment support
- Light housekeeping (laundry, tidying, cleaning)
- Companionship and emotional support

## You'll also:

- Encourage social engagement and family connections
- Monitor health and report any changes
- Maintain accurate documentation
- Respond to emergencies safely and effectively
- Work collaboratively with families and professionals

## Qualifications

- No experience? No problem!
- We provide full, paid training — all you need is compassion, reliability, and the drive to make a real difference.

- ✓ Genuine compassion and respect for others
- ✓ Strong communication and listening skills
- ✓ A positive, can-do attitude (superhero energy encouraged!)
- ✓ Reliability and a caring nature
- ✓ The right to work in the UK

# Support Officer

**Contract Type:** Permanent

**Salary:** £28,505.08 per annum

**Working Hours:** 37.5 Hours per week

**Working Pattern:** Shift work & weekends (Shifts can be 8am-4pm, 1pm-9pm, or 10am-6pm)

**Location:** Tile House, Camden

*Applications may close before the deadline, so please apply early to avoid disappointment.*

## Some of your responsibilities will include:

- Carry out assessment to identify and prioritize needs
- Use SMART goal planning to provide needs led holistic support
- Create an environment that promotes opportunities for customers to develop, learn and enable skills towards independence
- Provide a comprehensive support planning service to customers in line with the department's policies, procedures, and approach
- Ensure customers are fully informed of their rights and responsibilities regarding the service and are enabled and empowered to get involved in the running of the service through consultation and participation
- Set up and maintain customer files and ensure that accurate and up to date records are kept of support provided to customers in accordance with HCS policies

## About you

- We are looking for someone who believes in working together as part of a team, who shares our values and who is committed to achieving positive outcomes for all of our customers.

## We are looking for someone with:

- Experience of working with vulnerable people with a range of needs in a support capacity
- A genuine passion for working with people
- Good communication skills and the ability to engage with and respect the needs of vulnerable people
- Excellent team working skills with a creative flair and ability to think outside of the box.
- Housing sector knowledge including housing benefit applications
- Strong IT and social media skills to manage and maintain administration and recording systems

## Role Profile      Supporting Customers:

We use Psychologically Informed approaches and Trauma Informed Care principles to support our customers to develop new ways of thinking and to make steps towards independence, by:

- Leading on Co-producing bespoke support and move-on plans, involving key stakeholders (e.g. family/other support providers), where appropriate
- Organising and carrying out regular planned reviews of support and risk plans, or following an incident/significant change in a customer's circumstances
- Engaging customers to meet agreed outcomes and develop life skills

**Issue Date** Friday 9<sup>th</sup> January 2026

- Assisting customers with day-to-day support and tenancy-related matters  
Identifying and promoting opportunities for employment, education and training and supporting customers to remove barriers to accessing these opportunities
- Signposting customers to appropriate external support services, including interventions such as food banks and other community resources
- Supporting customers to be 'tenancy ready' to enable successful move on
- Supporting customers to be financially independent through budgeting plans and maximising income
- Supporting and monitoring customers' healthcare needs, ensuring appropriate contact with healthcare professionals
- Empowering customers to move towards self-management of their medication by following the medication procedure
- Leading on support initiatives including Group Work
- Ensure the safety of our customers by following local safeguarding procedures, recognizing and acting on any significant risk, and escalating appropriately
- Record and update clear, factual, accurate, strengths-based customer information on the local or appropriate digital platform

#### **Person specification      Essential**

- An understanding of the barriers faced by vulnerable and diverse customer groups and individuals with complex needs
- Experience of delivering structured support and risk management
- Be a team player with a caring, empathetic, flexible and have a resilient, can-do attitude
- Previous experience in positively resolving incidents
- Demonstrate initiative and confidence to make and act on decisions
- Competent administrative and IT skills (to be able to produce reports and other communications)

#### **Desirable**

- Knowledge of Psychological or Trauma Informed approaches to support
- Experience of working in challenging environments with the ability to plan, prioritise, organise tasks to achieve results
- Knowledge of current benefit systems
- Experience of working in a care and support environment

#### **Service Delivery:**

- Facilitate the referral process into the service and assess potential new customers
- Contribute to the delivery of a housing management service, including income collection and providing customers with tenancy-related support
- Work with customers to maintain a safe environment by reporting repairs and health and safety concerns
- Clean and prepare rooms as appropriate
- Resolve difficult and challenging situations in a sensitive and informed way, balancing the needs of the individual with responsibilities for the safety of the service
- Develop and maintain local partnerships to provide a holistic range of support for customer
- Carry out day-to-day administration and operational duties
- Other Information:

**Issue Date** Friday 9<sup>th</sup> January 2026

- You will be required to work flexible hours to meet customer and business needs, which may not include normal office hours
- You will be required to travel to different properties within the defined area as and when required
- Use the Lone Worker system as and when necessary
- Ensure customers are safe at all times - carrying out all of your duties within Riverside's Policy and Procedure Policy and Procedure framework e.g. health & safety, safeguarding, dignity at work, GDPR opportunities, cash handling, etc
- Deliver your role in line with Riverside company values – "Our Riverside
- Participate in team meetings, attend regular supervisions and reflecting practice sessions
- Undertake regular training and take responsibility for continuous development to enable you to deliver your role safely
- From time to time you may be required to undertake additional duties and responsibilities in consultation with your Line Manager