



# VACANCIES

**Issue Date:**

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

Hours: Part Time (M-F 1pm-4pm)  
Location: Westminster, SW1V  
Salary: £12.21 per hour + amazing benefits  
Closing: 31<sup>st</sup> March 2026

We are known for quality teachers - we give you strong in-house training and access to promotion. Our nurseries feel independent and community focused, and teams take care of each other.

## 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 Bessborough is a lovely nursery with a beautiful garden located opposite Pimlico Tube Station. The children love to do gardening and woodwork and other activities including, ballet and yoga. They also enjoy trips to the shops and local museums.

# Early Years Assistant

Hours: Part Time (Wed-Fri)  
Location: Westminster, W2  
Salary: £12.21 per hour + amazing benefits  
Closing: 31<sup>st</sup> March 2026

We are known for quality teachers - we give you strong in-house training and access to promotion. Our nurseries feel independent and community focused, and teams take care of each other.

## 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
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- 70% discount on childcare fees
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- 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.

# Luxury Residential Concierge

**Location:** Belgravia, London

**Hours of work:** 20:00pm to 08:00am (4 nights on 4 nights off)

**Salary:** £29,000 p/annum

## About the Role

The Concierge serves as the face of the building and plays a critical role in creating an exceptional living experience. You will be responsible for delivering a world-class, personalised service that reflects the prestige of the building and the expectations of its residents. This role combines front-of-house excellence, lifestyle assistance, operational coordination, and discreet support while ensuring the residence is safe, welcoming, and efficiently run.

## Key Responsibilities

- Provide a warm, polished, and professional welcome to residents and their guests.
- Build positive relationships with residents while maintaining absolute discretion at all times.

## Building Operations & Coordination

- Maintain an immaculate reception and lobby area at all times.
- Manage all incoming deliveries, mail, and packages, ensuring secure and timely distribution.
- Log and report maintenance issues, liaising with contractors and the Building/Estates Manager to ensure swift resolution.
- Monitor CCTV, access control systems, and general security to safeguard the building.
- Maintain accurate daily logs, incident reports, and handover notes.

## Security & Compliance

- Ensure only authorised residents, guests, and contractors access the property.
- Uphold health & safety standards and emergency procedures.
- Assist in evacuations or incidents with calm, clear communication.

## Key Skills & Attributes

- Previous experience as a high-end residential concierge or luxury hotel receptionist
- Impeccable personal presentation and refined communication skills.
- Exceptional customer service ethos with a genuine desire to go above and beyond.
- High emotional intelligence, diplomacy, and discretion.
- Ability to multitask effectively and remain composed under pressure.
- Strong organisational skills with meticulous attention to detail.
- Tech-literate with familiarity in building management systems (BMS), digital logs, and access control software.

## Requirements

- Right to work in the UK.
- Flexibility to work a shift pattern – 4 nights on 4 nights off
- Excellent spoken and written English; additional languages a strong advantage.

# Day Porter – Bond Street Residential Block

**Hours:** Mon-Thurs 6am-2pm | Fri 6am-10pm (inclusive of 8hrs compulsory OT)

**Salary:** £30-33,000 per year + additional overtime opportunities, pension & 28 days annual leave

**Location:** Bond Street, London

Join a professional, well-staffed team at a respected residential building in Marylebone, London:

- 100+ apartments, supported by a Head Porter, Day Porter, and Night Porter
- Day-to-day porter duties including assisting residents, handling deliveries, monitoring building systems, patrols, parcel management, and general site upkeep
- Compulsory overtime included on Fridays, with further overtime available!

We're ideally looking for candidates with residential experience, or hotel experience as a secondary option! Ideally, you'll have experience working in prestigious/luxury settings.

You must be able to start work at 6am – so being within a commutable distance to Bond Street is essential!

If you're reliable, proactive, and enjoy hands-on work in a professional environment, apply now to join the team!

# Night Porter

**Location:** Bayswater Residential Apartment Block

**Hours:** 7pm-7am | 2 on, 2 off

**Salary:** £28,000 per year

**Perks:** 28 days annual leave, pension, plenty of overtime available

Join a small, supportive team of 4 at a well-regarded residential building near Bayswater, London. Working for a collaborative and well-established managing agency situated in a block of around 100 flats, you'll carry out duties such as:

handling deliveries, assisting residents, monitoring building systems, patrols, security oversight, and general site upkeep

**We're ideally looking for candidates with previous residential experience, or hotel experience as a secondary option. SIA/security exp and/or badge is a bonus!**

If you're reliable, hands-on, and want to work in a professional, friendly environment, this is the role for you. Apply now to join the team!

# Part-Time Caretaker/Cleaner

Knightsbridge/South Kensington (SW7)

£16,000-£20,000 per year | Permanent

**Hours:**

8:00am – 12:00pm

Monday – Saturday (24 hrs/week)

We are seeking a reliable, detail-focused Caretaker/Cleaner for a small private residential building in the Knightsbridge/South Kensington area.

This is a quiet, prestigious site with low resident traffic and high presentation standards – ideal for someone who takes pride in maintaining a beautiful environment.

**The Role:**

- Daily cleaning of staircase and communal areas
- Carpet and mirror presentation
- Light entrance and external tidiness
- Taking in and distributing parcels
- Friendly resident interaction

**The Building:**

- Small residential property (less than 10 apartments)
- Many homes unoccupied part of the year
- Quiet, respectful residents
- No concierge or heavy footfall

**We're Looking For**

- High cleaning standards and attention to detail
- Professional, polite, discreet manner
- Confident spoken English
- Self-motivated and reliable
- Experience in residential or similar cleaning roles

Apply immediately to be considered as we are urgently shortlisting candidates!

# Maintenance Operative

**Location:** Marylebone, West End, London

**Salary:** £34,000 – £40,000 per annum

**Hours:** Monday-Friday, 9:00am-5:00pm

**Start Date:** ASAP

## Overview:

We are seeking a hands-on Maintenance Operative to join a well-established residential development in Knightsbridge. This role is ideal for a practical, reliable handyman who takes pride in their work and enjoys improving and maintaining buildings to a high standard. The development comprises **80 flats across 5 blocks** and includes a residents' garden, gym, and car park. Built in the 1980s, the building requires care, attention, and a proactive approach to bring it back to life and maintain high presentation standards throughout. The first major project will involve **painting and decorating the communal areas**, followed by ongoing planned and reactive maintenance across the estate and within apartments (as agreed with the Building Manager).

## Key Responsibilities:

- Carry out planned preventative maintenance (PPM) and reactive works.
- Complete painting and decorating of communal areas.
- Undertake minor works within apartments as authorised.
- Perform general handyman duties including:
  - Basic plumbing repairs (e.g., tap changes, leaks, seals)
  - Basic electrical works (e.g., changing lightbulbs, fittings, testing)
  - Carpentry repairs (e.g., doors, hinges, adjustments)
  - Changing and repairing door locks
- Conduct regular building inspections and report issues.
- Support health & safety compliance, including routine checks and record keeping.
- Assist with general upkeep of external areas including:
  - Basic gardening
  - Watering plants
  - Trimming hedges
  - Maintaining the residents' garden area
- Ensure communal areas, gym, and car park are safe and well-presented.
- Liaise with the Building Manager regarding works required and completed.
- Provide occasional front desk cover including answering calls, accepting and logging parcels, and responding promptly to immediate resident queries or issues to ensure smooth day-to-day operations.

## Candidate Profile:

- Proven experience in a residential, hotel, or similar property environment.
- Strong multi-trade skills with a practical, hands-on approach.
- Good understanding of basic plumbing, electrics, and carpentry.
- Knowledge of PPM processes and Health & Safety standards.
- Reliable, self-motivated, and takes pride in maintaining high standards.
- Professional and approachable when interacting with residents.

# Information Security Officer

Location: Barbican, London

Working Pattern: Hybrid Working

Contract: Permanent | Full Time

Salary: Competitive salary available, depending on experience

Hours: 37.5 hours per week

Our purpose is to build a healthier nation and protecting our information and systems is central to delivering safe, high-quality services. The **Information Security Officer** supports the development and continuous improvement of our Information Security Management System, ensuring we remain secure, compliant and resilient across all operations. You'll contribute to governance, risk management, compliance, supplier assurance, incident response, audit activity and security awareness, helping embed a strong security culture across the organisation.

## As our Information Security Officer, you will:

- Support the management of the Information Security Management System and maintain documentation aligned with ISO 27001 and NHS DSPT.
- Identify, assess and manage information security risks, maintaining security risk registers and treatment plans.
- Conduct internal assurance activity, including control testing, compliance reviews and supplier security assessments.
- Support change programmes by assessing security implications of new technologies, ensuring a "Secure by Design" approach.
- Contribute to incident management, including coordination, investigation, root-cause analysis and post-incident reviews.
- Maintain compliance with relevant legislation and standards, supporting internal and external audits.
- Deliver security awareness activity and contribute to a strong security culture across the organisation.
- Provide guidance to colleagues and support Data Protection work including privacy controls and DPIAs.
- Produce and develop security reporting and contribute to policy, standards and procedure development and implementation.

## To succeed as the Information Security Officer, you'll bring:

- Knowledge and experience in Information Security.
- Understanding of security risk and supplier security management processes.
- Be an advocate for security as an organisational enabler.
- Experience delivering security awareness or training.
- Strong analytical, problem-solving and communication skills.
- Proficiency in Microsoft Office.

## Desirable:

- Experience in healthcare or regulated environments.
- Experience of Data Protection or GRC roles.
- Audit or assurance review experience.
- Knowledge of ISO 27001, NHS DSPT and security controls.

# Lifeguard

Location: Paddington  
Contract: Permanent  
Hours: Part Time 16 hours per week  
Salary: £26,665.60 pro rata

We pride ourselves on creating a safe and welcoming environment for all our members and visitors. From our swimming pool to our steam room, we're looking for someone to help keep customers safe and happy. In return, we'll offer everything you need to develop and grow.

As a Lifeguard at our gym, you'll hold a National Pool Lifeguard Qualification (NPLQ) or equivalent and you're able to provide ongoing training records. You have bags of enthusiasm, a positive attitude and willingness to learn new skills. Like us, you're passionate about great customer care – and you're a real team player.

## As a Lifeguard, you will:

- Help our members stay safe and healthy when using our wet side facilities – the swimming pool, spa, sauna and steam room
- Be attentive and alert at all times
- Create a friendly, relaxed and professional environment
- Welcome and support members when using the facilities
- Pay close attention to safety and respond to any incidents straight away
- Ensure Pool Safety Guidelines are followed at all times

## 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 us 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.

# Front of House Team Member

Location: Shoreditch  
Contract: Permanent  
Hours: Part time 16 hours per week  
Salary: £26, 665.60 per annum pro rata depending 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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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.

# Research Support Librarian

Location: IWM London  
Salary: £34,000-£36,000 per annum  
Hours: 36  
Position: Permanent  
Closing: March 16th 2026, 9:00 AM

## Job Summary

### Why This Role Matters

IWM's Research Room and Reference Library are central to how scholars, students, writers, families and the public engage with our world class collections.

- As a Research Support Librarian, you will play an essential role in:
- Supporting academic, personal, and commercial research
- Improving access to physical and digital collections
- Contributing to new digital scholarship services
- Strengthening IWM's research presence across the sector

Your expertise will directly enhance how thousands of researchers interact with IWM's stories, collections, and knowledge, helping ensure our research offer remains of the highest standard

### What You'll Be Doing

**You'll play a hands-on, varied role supporting researchers, developing collections, and shaping new services. A typical week may include:**

- Supporting the day-to-day running of the Research Room and delivering a first-class researcher experience
- Helping researchers navigate IWM's collections using print, digital and online resources.
- Developing and maintaining the Reference Library collection in line with IWM policies.
- Delivering information and digital literacy sessions to staff, scholars, and visiting researchers.
- Supporting the development of digital scholarship services and innovative, user focused systems.
- Creating and contributing content for IWM's online presence, including blogs and social media.
- Providing mentoring and 'on the job' training support to the Apprentice Research Support Librarian.
- Benchmarking IWM's services against other leading research organisations to ensure excellence.
- Working with colleagues across departments to improve understanding and use of research services.
- Supporting displays, events and public programming that promote the library and its collection.
- Representing IWM at professional groups, conferences, seminars and external networks as appropriate.

### What We're Looking For Required



**We'd love to hear from you if you have:**

- A postgraduate professional qualification in Librarianship.
- Demonstrable understanding of academic research processes and researcher needs.
- Demonstrable experience developing and delivering user focused library or research support services.
- Demonstrable knowledge of computerised information retrieval systems, digital library systems, digital scholarship or digital collections.
- Experience building strong relationships with stakeholders and internal teams.
- A proactive, positive approach with excellent communication and problem-solving skills.

**Desirable**

- Knowledge of post-1900 British and Commonwealth history
- Experience working within museum, cultural or learning sectors.
- Experience delivering projects on time and within budget.

**How You'll Work**

You'll collaborate closely with colleagues across Collections Access & Research, Collections and Curatorial, Digital, Learning and Engagement, and other teams. You'll also work with external scholars, universities, and sector partners helping ensure IWM remains a leading centre for research.

You'll be supported to grow your expertise, engage in professional networks, and contribute to sector wide conversations about the future of research services.

**What Success Looks Like****In your first 6–12 months, success will look like:**

- Researchers receiving an excellent, consistent and supportive service.
- Increased use and visibility of the Reference Library and digital scholarship services.
- Strong relationships built across departments and with external partners.
- Confident delivery of training, guidance, and support to internal and external researchers.
- Insightful contributions to events, displays, and content that highlight IWM's collections and research offer.

**Disclosure and Barring Service Check**

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions. This role is subject to:

# RETAIL ASSISTANT

Location: White City

Pay rate: £13.87

Employment type: Temporary until 06.06.2026

Job type: Part time 28 - 32 hours per week

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

## What you'll do

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

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

## What you'll bring

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

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

## 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 - STOCK ROOM

Location: White City

Pay rate: £13.87

Employment type: Temporary (Until 06.06.2026)

Hours: Part time Up to 28 hours per week

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

## Because you matter

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

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

## What you'll do

As a Stockroom Retail Assistant, you'll be keeping things running smoothly behind the scenes. Here's a taste of what that looks like in action.

- Keeping the stockroom looking great and well organised to allow better visibility and to promote a safe working environment.
- Transferring stock between the stockroom and the sales floor.
- Receiving, unpacking, checking off and organising new deliveries every day in a fast and efficient way, making sure all goods are packed away or put out for sale.
- Acting in a safe and professional manner making sure we minimise stock damage and loss.
- Providing a great stockroom environment by organising and allocating the stock while supporting and helping the colleagues on the salesfloor.

## What you'll bring

Looking after our products is vital to support every other role on the sales floor and we need just the right person for the job. Here's what you'll need:

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

# Laundry Attendant

**Hours:** Full Time 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

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.

# Luggage Porter

Hours: Full Time

Hours per week: 40

Salary: £ 12.21 plus great benefits

## Luggage Porter

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

# Kitchen Porter

Job Type: Full Time

Hours per week: 40 hours per week

Salary: £12.65 per hour

## 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

## 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

# Cleaner

Location: Central London, Paddington

Salary: £14.80 Per Hour

Hours: 22.5

Working Days: Monday, Saturday, Sunday, Variable Days

Our mission is to make people and places the best they can be for our colleagues, customers and the communities we serve. Our commitment to doing business the right way is rooted in our TRUE values - **Trust, Respect, Unity, and Empowerment.**

About The Role:

**DAYS OF WORKING** - Sunday, Saturday, Monday + opportunity for overtime.

## 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:

- Must have Right to Work in the UK.
- Previous experience in cleaning would be advantageous.
- You will have strong communication skills.
- Willingness to work night and weekend shifts.

## Additional information:

- You may be required to undergo a medical and drug and alcohol test prior to starting in this role

## Stock Assistant

Salary Details: £14.64 per hour  
Contract Type: Permanent  
Locations: Edgware Road W2 2EA

It feels brilliant to be part of a business that does things its own way and achieves fantastic results while doing so.

That's how you'll feel as a Stock Assistant with us.

It's a really fast paced environment, so there's certainly no risk of getting bored. And everyone here understands exactly what needs to happen to make their store a success – and gets on with doing it. But the team is fairly small, so if you're not contributing it will soon show.

Time will fly by as you work hard to keep stock losses to a minimum, help out with inventory counting, check off deliveries and ensure the shelves are fully stocked with attractive, 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.

## Store Assistant

Salary Details: £14.71 - £15.03 per hour  
Contract Type: Permanent  
Locations: Little Venice W2 1EJ

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: £14.71 - £15.03 per hour  
Contract Type: Permanent  
Locations: Camden NW1 7JR

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.

## Apprenticeships

# Career Starter Stores

Salary Details: £13.22 per hour  
Contract Type: Fixed Term Contract  
Locations: Little Venice

One thing's for sure as a Career Starter Apprentice in Retail, you'll never be bored. Balancing theory with practical store work, you'll be expected to work hard on this one-year programme. There's a real family feel here and we all pitch in as part of a close-knit team. And since there's always loads of support from those around you, ranging from Store Managers to Store Assistants, you'll never feel like you're struggling. In this fast-paced environment you'll get to learn something new every day in a company that thrives on being different. As someone who wants to make things happen, you'll find all this adds up to an exciting challenge. The time will fly by and before you know it you will have your Level 2 Retail qualification and be working as a fully-fledged Store Assistant with real opportunities for progression in the future.

## Store Assistant

Salary Details: £14.71 - £15.03 per hour  
Contract Type: Permanent  
Locations: Edgware Road, London

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.

## Apprenticeships

# Career Starter Stores

Salary Details: £13.22 per hour  
Contract Type: Fixed Term Contract  
Locations: Kilburn High Road (London)

One thing's for sure as a Career Starter Apprentice in Retail you'll never be bored. Balancing theory with practical store work, you'll be expected to work hard on this one-year programme. There's a real family feel here, and we all pitch in as part of a close-knit team. And since there's always loads of support from those around you, ranging from Store Managers to Store Assistants, you'll never feel like you're struggling. In this fast-paced environment, you'll get to learn something new every day in a company that thrives on being different. As someone who wants to make things happen, you'll find all this adds up to an exciting challenge. The time will fly by and before you know it you will have your Level 2 Retail qualification and be working as a fully-fledged Store Assistant with real opportunities for progression in the future.

# Care Assistant

**Pay Rates** Here's what you can expect:

- **£14.07 Per hour** – Monday to Friday
- **£14.07 Per hour** – Saturday
- **£14.57 per hour** – Sunday

**Shift Patterns:** Our services operate 7 days a week, offering a range of flexible shifts to suit you:

- Sat and Sun Day Shifts: 6:00 / 7:00 AM – 2:00 PM
- Evening Shifts: 2:00 PM – 10:00 / 11:00 PM

**Work Location:** We support service users across N/London, including locations: Camden Town, Belsize Park, St Johns Wood, Marylebone, Mayfair, Hyde Park, Paddington, Westbourne Park, West Kilburn, Warrick Avenue,

**We value flexibility and reliability and offer consistent work for those who are passionate about making a difference.**

## Care Assistant: Role & Responsibilities

- Our Care Professionals are the extraordinary people who do the everyday things that mean so much to our clients. Supporting them to live safer and supported lives in their own homes, you'll follow individual care plans and assist with personal care, helping clients to bathe, dress, manage incontinence, use the toilet and supporting them with their medication. You'll also help with practical tasks like shopping, mealtimes, and housework.
- Helping our clients overcome any mobility problems and other physical disabilities, including helping in the use of, and care of aids/adaptations and personal equipment.
- Assisting with domestic tasks such as making and changing beds, tidying rooms, light cleaning, laundry, and emptying commodes.
- Our Care Professionals help our clients with personal care such as washing, bathing and toileting arrangements.
- Help with eating and drinking by preparing meals, snacks, and drinks, assisting with feeding if required.
- Assisting clients with preparing and administering medication.

Support is delivered across the areas listed above, so flexibility and a willingness to travel locally are essential.

We particularly welcome applications from drivers based in or around these areas.

## Qualifications

What you'll need (besides a cape and superpowers!)

Hold onto your hats, because you don't need any social care experience to join our merry band of care crusaders! We're more interested in your heart of gold and your ability to sprinkle kindness wherever you go. You'll need to be as resilient as a rubber band and as eager to learn as a curious kitten. Get ready to level up your skills and knowledge as part of our close-knit (and slightly bonkers) team!

While previous experience isn't necessary, you'll need to show us that you've got compassion oozing from your pores, communication skills that would make a UN diplomat jealous, and problem-solving abilities that would impress our Moher Teresa herself! Oh, and a commitment to delivering top-notch, respectful care that would make your gran proud!

That's what we ask from you. WE TRAIN YOU IN EVERYTHING ELSE!!

# Receptionist

Location: London River Thames

Front Office: Administrative

Hours: Full-time

## Summary

### Duties and responsibilities related to the Receptionist role

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

### About you

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

Benefits of the Receptionist role include

- 12 complimentary nights a year across Hyatt Hotels worldwide
- Discounted hotel stays across Hyatt not just for you but also your family and friends from the day you start!
- Uniform provided and laundered complimentary
- Headspace membership and access to our Employee Assistance Programme
- 50% discount on food and beverages when you dine as a guest at selected Hyatt Hotels
- Continuous learning and development opportunities to provide you with a clear career path as well as job promotion opportunities across Hyatt Hotels worldwide

### About Park Hyatt London River Thames

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

# Hyatt Hotels - Front Office Opportunities

**Location:** The Churchill Marylebone

**FRONT OFFICE:** Administrative

**Hours:** Full-time

***Exciting Front Office Opportunities Across Our London Hotels!***

**Front Office opportunities across our London hotels include:**

- Guest Relations Host/ess
- Guest Relations Team Leader
- Front Office Host/ess
- Front Office Team Leader
- Door Host/ess
- Luggage Porter
- Concierge
- Switchboard Coordinator – Mat Cover
- Night Receptionist
- Night Duty Manager

Discover unique and distinguished Hyatt properties across London, each offering its own distinctive charm, exceptional hospitality, and dynamic career opportunities.

- **Park Hyatt London River Thames** – Our newest and most luxurious hotel, where refined elegance meets breathtaking city and river views. Indulge in exquisite dining and unwind at the tranquil spa.
- **Hyatt Regency London – The Churchill** – Nestled in Marylebone, this sophisticated hotel offers timeless luxury, with easy access to Oxford Street and Hyde Park.
- **Hyatt Regency London Blackfriars** – Set in a Grade II-listed building on the former grounds of King Henry VIII's Bridewell Palace, this regal hotel is a short stroll from St Paul's Cathedral, the Tate Modern, and the South Bank.
- **Great Scotland Yard Hotel – The Unbound Collection** - Few addresses are richer in history and anecdote than our hotel; a few steps away from Covent Garden and around the corner from Trafalgar Square our guests enjoy a wide variety of food and beverage offerings including quirky cocktails and local craft beers in the 40 Elephants Bar, evening drinks at our Whisky Bar, Sabin, and can indulge in an Afternoon Tea with a twist in The Parlour.
- **Andaz London Liverpool Street** – A vibrant 5-star hotel that blends East London's rich heritage with bold design, local culture, and vibrant London energy.
- **Hyatt Regency London Olympia** - Hyatt Regency London Olympia is part of the transformation of Olympia into London's newest destination for entertainment, hospitality and business, featuring exclusive new restaurants and bars, a brand new music venue and theatre to delight visitors from all over the world.

# Switchboard Attendant - Mat Cover

Location: The Churchill  
FRONT OFFICE: Administrative  
Hours: Full-time

## Duties and responsibilities related to the Switchboard Attendant – Mat Cover role

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

## About you

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

## About The Churchill

The Churchill is conveniently tucked away in upmarket Marylebone, located in the heart of London's West End, featuring views over the charming gardens of Portman Square. With 440 sophisticated guestrooms including 50 suites, plus 11 distinctive meeting spaces, the hotel offers a full range of services tailored to serve the needs of business and leisure travellers alike. Dining options include seasonal dishes and Afternoon Tea at The Montagu Kitchen and snacks and cocktails at award-winning Churchill Bar & Terrace.

## Benefits of the Switchboard Operator – Mat Cover role include

- 12 complimentary nights a year across Hyatt Hotels worldwide
- Discounted hotel stays across Hyatt not just for you but also your family and friends from the day you start!
- Free meals on duty
- Life Assurance
- 50% discount on food and beverages when you dine as a guest at selected Hyatt Hotels
- Uniform provided and laundered complimentary
- Headspace membership and access to our Employee Assistance Programme
- Continuous learning and development opportunities to provide you with a clear career path as well as job promotion opportunities across Hyatt Hotels worldwide

# Luggage Porter

**Location:** River Thames  
**Front Office:** Administrative  
**Hours:** Full-time

## Duties and responsibilities related to the Luggage Porter

- Warmly welcome guests upon arrival, offering a friendly and hospitable greeting.
- Transport guests' luggage from the point of arrival (e.g., car, taxi) to the front desk, and subsequently to their rooms. Assist with luggage during check-out and departure as well.
- Escort guests to their rooms, explaining the room features and hotel amenities as necessary.
- Safely store and retrieve luggage as needed, ensuring proper tagging and documentation for easy identification.
- Communicate effectively with front desk staff to ensure a smooth check-in and check-out process for guests.

## About you

Previous experience in a similar role within the luxury hospitality segment is preferred. The ideal candidate will demonstrate exceptional customer service skills, attentiveness, and the ability to manage a variety of tasks efficiently and professionally. Prior hotel experience—particularly in front office or concierge—is essential, and a valid driver's license is highly desirable.

## Benefits of the Luggage Porter role include

- 12 complimentary nights a year across Hyatt Hotels worldwide
- Discounted hotel stays across Hyatt not just for you but also your family and friends from the day you start!
- Business attire laundered complimentary
- Headspace membership and access to our Employee Assistance Programme
- 50% discount on food and beverages when you dine as a guest at selected Hyatt Hotels
- Continuous learning and development opportunities to provide you with a clear career path as well as job promotion opportunities across Hyatt Hotels worldwide

## About London River Thames

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

# Cleaner

£12.50 - £13.50 Per Hour + Tips

- Choose hours that suit you
- Performance bonus
- Consistent income through recurring bookings
- Jobs in your local area only

## Job Description

We have full-time and part-time cleaning jobs available in your area.

Just click 'apply' and complete our online application form - it only takes a couple of minutes, and you can start immediately!

## Who are Housekeep?

We're the best agency for home cleaners. We go out of our way to make cleaning work as simple, safe & seamless as possible.

We're the UK's biggest home cleaning service. So whichever local area you work in, you'll earn more with Housekeep than any other cleaning agency. Because we match you with local customers, you'll also spend less time travelling.

You can work full-time or part-time and choose your own hours. We're perfect whether you want full-time work or regular part-time hours. Need to work around the school run? Only available at weekends? Need to work around a second job? No problem! You can set your hours around your other commitments.

If you ever need help, our super-responsive support team is here for you 7 days a week.

## Why should you join our team?

- Start immediately
- Manage everything through our safe and simple mobile app
- Choose hours that suit you (full-time or part-time)
- Choose where you work
- Get as many jobs as you like
- Keep the same jobs every week
- Get jobs that are close together, so you can get from one job to another faster
- Earn £12.50-£13.50 per hour, plus tips
- Get paid on-time, every time - straight into your bank account
- Our support team will go above and beyond to help you

## Are you on a student visa?

Unfortunately, you cannot work with Housekeep with this type of visa.

Ready to join Housekeep?

# Finance Administrator

We are 4 Day Week employer

Hours: Full-Time 37.5 Hours per week

Contract: Permanent

Location: London

Salary: £26,000 (we are a RLW employer and so the increase would apply from May)

Closing date: 28/3/2026

## Purpose of the role

To provide administration support to the finance team at Brook. Working as a pivotal member of the team to support key functions including credit control and finance systems. Management of the finance inboxes and responding to queries both internally and externally.

## Essential criteria

- Experience using Excel spreadsheets and data
- Keen on progression
- Minimum of A level maths

**To learn more about the role and person specification please read the attached 'role specification' which can be found on the application form.**

## About the role:

**(Upon completing your probationary period, you will be eligible to join the 4 Day Week program, which allows you to work 20% fewer hours without a decrease in salary)**

**Application Tip:** Ensure your *supporting statement* refers to the person specification as this will assist in a successful sift through to the interview stage.

## Benefits of working for Brook:

- **4 Day Week (Working 20% hours less without salary decrease)**
- Annual leave – 28 days per annum, increasing up to 33 days plus 8 bank holidays
- Sick pay (from 3 up to 12 weeks fully paid)
- Flexible working
- Gratitude scheme
- Assisted purchase scheme
- Cycle to Work up to £1k
- Employee Assistance Programme (EAP)
- Long service awards
- Maternity and paternity pay
- Pension scheme – Employee pension contributions matched by Brook up to 4% of qualifying earnings
- Training and development opportunities
- Coaching

Issue Date Friday 06<sup>th</sup> March 2026

Please note - this role requires the successful applicant to undertake an **enhanced DBS check**. Candidates must be able to provide paperwork demonstrating their **right to work in the UK**.

Please note: internal applicants with live sanctions will not be considered for this role.

### **About Brook:**

Brook is the UK's leading sexual health and wellbeing charity. We are committed to changing attitudes, challenging prejudice and championing equality.

Our unique combination of clinical services and education programmes are designed to meet individual needs and instill positive behaviours that influence their whole lives. Our digital solutions help us reach even greater numbers of young people and professionals, and our expansion into all-age services ensures that whole communities can benefit from our inclusive, non-judgmental approach to sexual and reproductive health.

We are continuously listening to and learning from our service users and the communities we support. We amplify the voices of those who face barriers to access, ensuring that sexual health remains high on the political agenda and that law, policy and practice is aligned with what they need

We reserve the right to close this vacancy when we are in receipt of sufficient applications. Should you wish to apply for this post you are advised to submit your application as soon as possible.

Due to the high number of applications for this post, it will not be possible to respond to every application. We will contact you within 4 weeks of the closing date if you have been shortlisted for the role.

# Clinical Support Worker **We are 4 Day Week employer**

Contract: Permanent

Location: Brook Euston

Salary: £24,570 FTE, plus London Weighting

Closing date: 21/03/2026

## Purpose of the role

We are looking for a Clinical Support Worker who would like to enhance their knowledge and experience of working with young people by joining a leading charity dedicated to supporting young people with their sexual health and wellbeing.

The friendly, dedicated, enthusiastic team at Brook in Euston work tirelessly to ensure that young people who come to see us are provided with the best possible advice, information and support for their contraception and sexual health choices.

This is just one of our many 5 star reviews:

'Really lovely staff and very comfortable environment'

The role is based at our clinic on Chalton Street, situated right in the middle between Euston and Kings Cross/St Pancras stations where we support young people from a diverse range of backgrounds. We are keen to ensure ease of access for our Service Users, which includes innovative digital approaches.

## Essential criteria

- Experience of working in a clinical setting

**To learn more about the role and person specification please read the attached 'role specification' which can be found on the application form.**

## About the role:

- Hours: Part-Time 15 Hours per week

**(Upon completing your probationary period, you will be eligible to join the 4 Day Week program, which allows you to work 20% fewer hours without a decrease in salary)**

- **Application Tip:** Ensure your *supporting statement* refers to the person specification as this will assist in a successful sift through to the interview stage.

## About Brook:

Brook is the UK's leading sexual health and wellbeing charity. We are committed to changing attitudes, challenging prejudice and championing equality.

Our unique combination of clinical services and education programmes are designed to meet individual needs and instill positive behaviours that influence their whole lives. Our digital solutions help us reach even greater numbers of young people and professionals, and our expansion into all-age services ensures that whole communities can benefit from our inclusive, non-judgmental approach to sexual and reproductive health.

We are continuously listening to and learning from our service users and the communities we support. We amplify the voices of those who face barriers to access, ensuring that sexual health remains high on the political agenda and that law, policy and practice is aligned with what they need.

**Benefits of working for Brook:**

- **4 Day Week (Working 20% hours less without salary decrease)**
- Annual leave – 28 days per annum, increasing up to 33 days plus 8 bank holidays
- Sick pay (from 3 up to 12 weeks fully paid)
- Flexible working
- Gratitude scheme
- Assisted purchase scheme
- Cycle to Work up to £1k
- Employee Assistance Programme (EAP)
- Long service awards
- Maternity and paternity pay
- Pension scheme – Employee pension contributions matched by Brook up to 4% of qualifying earnings
- Training and development opportunities
- Coaching

Please note - this role requires the successful applicant to undertake an **enhanced DBS check**. Candidates must be able to provide paperwork demonstrating their **right to work in the UK**.

Please note: Internal applicants with live sanctions will not be considered for this role.

We reserve the right to close this vacancy when we are in receipt of sufficient applications. Should you wish to apply for this post you are advised to submit your application as soon as possible.

Due to the high number of applications for this post, it will not be possible to respond to every application. We will contact you within 4 weeks of the closing date if you have been shortlisted for the role.

# Administration Assistant

Contract:	Permanent
Hours:	Part time - 15 hours per week
Site:	University College Hospital
Town:	London
Salary:	£30,546 - £32,207 Per annum inclusive of HCAS pro rata
Salary period:	Yearly
Closing:	19/03/2026 23:59

*The use of AI is monitored and if applicants have used it, then they are required to declare this in their supporting statement.*

Artificial intelligence (AI) is a set of technology that can perform various tasks that typically required human intelligence. Your application is your opportunity to demonstrate to us how you meet the requirements of the role. We recognise that AI tools can support accessibility, equity and confidence for applicants. However, it's important that examples and responses genuinely reflect your own experience and abilities, as these will be explored further during the selection process. AI must not be used to provide misleading or false information during any stage of the application journey.

## Job overview

The Medical Specialties Division is looking to recruit a part time (15 hrs) Administration Assistant to work as part of the Respiratory administration team at University College London Hospital.

The postholder should be proactive and possess excellent communication, good IT skills, and be able to prioritise their workload for them self and others to accommodate changing demands within the team and service.

You will have key working relationships with all members of the administrative and clinical teams including nursing and medical staff, allied health professionals and support workers. You will act as the first point of contact (verbally and written) in communication with patients, relatives and GPs and other external hospital staff / tertiary referrers.

Previous experience of working in the NHS is desirable, however experience of working in an office environment is an essential requirement for this role.

The post holder will need to have the ability to manage a busy and varied workload. Excellent communication (written and verbal) and strong interpersonal skills are essential to be successful in the role.

## Main duties of the job

The Administration Assistant will work as part of an administrative team, to support the multidisciplinary clinical and administrative teams to provide a high-quality administration service, a positive patient experience and the highest levels of customer service.

## Detailed job description and main responsibilities



**Person specification****Knowledge and Qualifications Essential criteria**

- Educated to GCSE level or equivalent, with Grade C or above in English and Maths.
- Knowledge of administrative procedures, acquired through training and/or previous experience of working in an administrative environment.
- Awareness of the requirement to maintain confidentiality, and knowledge of the Data Protection Act.

**Desirable criteria**

- NVQ Level 3 in Business Administration, Customer Service, Healthcare Support Services or equivalent qualification.

**Experience Essential criteria**

- Experience of working in a non-routine environment, with demonstrable evidence of being able to respond to queries and deal with unpredictable situations as they arise (acquired through experience and/or training to Vocational level 3 or equivalent).
- Experience of working in an administrative environment, with knowledge of a comprehensive range of administrative procedures.

*This vacancy may close before the current listed closing date. You are advised not to delay submitting your completed application.*

Please note that all correspondence regarding your application will be via email. The emails will be sent to you via TRAC.jobs and not via NHS Jobs, we encourage you to check your inbox regularly.

Please note that if you have not heard from us within 3 weeks of the closing date of the advert to assume that you have not been shortlisted on this occasion.

# Concierge (Day) – New Residential Development

**Location:** West London

**Salary:** £30,000-£32,000

**Hours:** 4 on, 4 off (day shifts)

Join a brand-new, high-quality residential development, with resident amenities including gym, lounge and landscaped gardens.

This is a **hands-on, proactive concierge role** (far more than a desk-based position) ideal for someone who enjoys resident interaction, service delivery and being part of a vibrant community environment.

## The Role

- Deliver exceptional front-of-house service to residents and visitors
- Manage enquiries, deliveries and day-to-day requests
- Support resident amenities (gym/lounge readiness, presentation)
- Maintain a visible, welcoming presence across the development
- Help create a safe, well-run and community-focused environment

## We're Looking For

- Concierge, residential or hotel front-of-house experience
- Professional, personable and proactive approach
- Strong customer service and communication skills
- Security awareness or residential experience (advantageous)
- Mandarin/Chinese language skills beneficial (not essential)

## Benefits You'll Love

- Health Cashback Scheme, Group Life Insurance & Pension
- Career Progression & Annual Salary Reviews
- Gym & Retail Discounts

## Afternoon Concierge – Residential Role (London Bridge Area)

**Location:** Near Borough Station

**Hours:** Mon-Fri, 3pm-9pm

**Salary:** £27k + pension & holiday

Join a busy, friendly residential building as a **Afternoon Concierge!**

### What you'll do:

- Welcome residents & visitors warmly
- Oversee building security & report issues
- Manage deliveries & communal areas
- Work closely with your job-share partner for smooth handovers

### What we're looking for:

- Personable, approachable & confident
- Reliable, organised & proactive
- Comfortable in a busy, resident-focused environment
- Team player who can work independently

### Why this role:

- Busy, well-managed building with a friendly community
- Monday-Friday hours for work-life balance
- Pension & holiday included
- Make a real difference every day!

## Morning Concierge – Residential Role (London Bridge Area)

**Location:** Near Borough Station

**Hours:** Mon-Fri, 9am-3pm

**Salary:** £27k + pension & holiday

Join a busy, friendly residential building as a **Morning Concierge!**

### What you'll do:

- Welcome residents & visitors warmly
- Oversee building security & report issues
- Manage deliveries & communal areas
- Work closely with your job-share partner for smooth handovers

### What we're looking for:

- Personable, approachable & confident
- Reliable, organised & proactive
- Comfortable in a busy, resident-focused environment
- Team player who can work independently

### Why this role:

- Busy, well-managed building with a friendly community
- Monday-Friday hours for work-life balance
- Pension & holiday included
- Make a real difference every day!

## Team Administrator

Salary: £26,000  
Location: Hybrid - Home, Pimlico central office & nurseries  
Hours: Full Time  
Closing: 4<sup>th</sup> April 2026

### The Vacancy

If you're someone who brings calm, organisation and clarity to busy, purpose driven work, you'll find this role enjoyable and meaningful. You'll support the Health & Safety, Sustainability and Facilities team to create the environments where children learn, grow and feel safe and where colleagues feel supported to do their best work.

This is a role for someone who loves variety, detail, structure and people. Our team works across everything from compliance checks to sustainability partnerships to urgent facilities issues and you'll be the organisational key helping it all run smoothly.

You don't need to know everything on day one. But you do need to be switched on, proactive, detail focussed, and brilliant at communicating clearly with people at all levels. If you thrive in roles where every day is different and your work genuinely matters, you'll feel right at home here.

### What you'll be doing

#### Support the smooth running of a busy, multidisciplinary team

- Provide day-to-day administrative support across Health & Safety, Facilities and Sustainability.
- Manage shared mailboxes and draft clear, timely responses.
- Coordinate updates from nurseries and COTs, ensuring accurate data and reporting.

#### Keep projects and contractors moving

- Help set up and keep on track of our JIRA ticketing system to log issues, track progress and update stakeholders.
- Liaise with contractors, nursery managers and suppliers to organise works and ensure completion.
- Assist with 15+ large facilities projects, tracking progress and ensuring documentation is accurate.
- Support the annual tree audit, surveys, invoices and compliance.

#### Help us stay compliant, safe and well organised

- Stay ahead of compliance deadlines, checks and follow-ups.
- Collate accident records from nurseries, maintain spreadsheets and extract accurate data for reporting.
- Maintain records linked to legal compliance, building regulations and acquisitions.
- Support risk assessment recording and timely follow-up.

#### Strengthen our sustainability work

- Support relationships with 13 Green LEYF partners.
- Coordinate initiatives such as Sprout (which saved 7 tonnes of clothing last year).
- Help onboard new partners and organise quarterly meetings.
- Support waste management contracts and sustainability-led projects across nurseries.

### What you'll bring



Issue Date Friday 06<sup>th</sup> March 2026

- Previous administrative experience with a warm, customer focused approach.
- Exceptional attention to detail and strong written communication.
- Highly organised with the ability to juggle multiple priorities.
- Confident using Excel, email, Microsoft Office and new systems (including JIRA).
- Comfortable liaising with suppliers, contractors and external partners.

### Behaviours & Mindset

- Fast paced, switched on and proactive.
- Clear communicator able to manage upwards and flag issues early.
- Collaborative and credible with a range of stakeholders.
- Adaptable, resilient and persistent especially when chasing updates.
- Calm, professional and patient, even when tasks are repetitive.
- A self-starter who spots what needs doing and gets it done.
- Motivated by LEYF's mission and the impact you'll have on children, families and communities.

# Playworker

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

**Location:** Multiple opportunities at Camden Square Playcentre (NW1)

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

## The person we are looking for:

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

## What to expect in this role:

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

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

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

We are a local, grass-roots charity providing high-quality, inclusive play, early years, short breaks and mentoring services in Camden to children aged 1 to 18.

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

- the London Living Wage,
- 5% contribution to your pension,
- flexible leave arrangements,
- ongoing professional development and training,
- Cycle to Work Scheme,
- employee assistance programme.
- We are committed to Equality, Diversity and Inclusion, and recruit team members in line with our [policy statement on Equal Opportunities and Human Rights](#).

# Delivery Driver

**Location:** Royal Guardrooms, Whitehall, London, SW1A 2AX

**Contract:** Full-time, Permanent, 37.5 hours per week, Monday - Friday

**Shift times:** 08:00-15:00

**Hourly Rate:** £13.20

**Job Reference:** 632734

## Make a difference every day – join our team at Aramark UK!

We're looking for a **Delivery Driver** to join our Defence sector team at Royal Guardrooms, Whitehall. This is a varied role where you'll be assisting with deliveries and ensuring the delivery vehicle is kept clean.

### What you'll be doing:

- Assisting with deliveries.
- Ensuring the delivery vehicle is kept clean.

### What we're looking for:

- **Must be eligible to work in the UK (with 5+ years residency for security clearance)**
- A positive attitude and willingness to support where needed,

### What's in it for you:

- Competitive pay: £13.20 per hour
- Permanent, full-time position, Monday – Friday (with the odd day at a weekend), shift times are 08:00 – 15:00
- Free meal on shift and good local transport links
- Access to our Employee Benefits app – online GP access, hundreds of discounts, supermarket savings, and more
- Company benefits including life assurance, pension contributions, generous holiday allowance (with option to buy more)
- Career development opportunities – we love to promote from within and offer apprenticeships and training

# Front Desk / Front of House Hotel Receptionist

**SALARY:** Competitive

**LOCATION:** Central London (Zone 1)

**JOB TYPE:** Full-Time, Permanent

**WORKING HOURS:** 37.5 hours per week, morning and evening shifts including weekends – flexibility is required for both shifts with day/days off on rotation

A great opportunity to join the company delivering excellent customer service, front desk support and administrative tasks in a busy hotel environment, using strong communication, organisation and multitasking skills.

If you've also worked in the following roles, we'd also like to hear from you: Front Desk Agent, Guest Services Assistant, Front Office Coordinator, Hotel Customer Service Advisor, Reception Administrator

Candidates will need to be available on a **Full-Time, Permanent** basis.

## JOB OVERVIEW

We have a fantastic new job opportunity for a Full-Time Front Desk / Front of House Hotel Receptionist to provide a welcoming, efficient service for guests while maintaining accurate records and supporting daily hotel operations.

As a Front Desk / Front of House Hotel Receptionist you will handle guest enquiries, process reservations and ensure smooth check-ins and check-outs while delivering excellent customer service.

Working as a Front Desk / Front of House Hotel Receptionist you will support communication across departments, promote hotel services and help maintain a well-organised and professional front office environment.

## DUTIES

Your duties and responsibilities as the Front Desk / Front of House Hotel Receptionist include:

- **Guest Management:** Maintain confidential guest records and update information in the PMS
- **Guest Registration:** Greet, register and process guest check-ins, ensuring required security information is obtained
- **Room Coordination:** Manage room changes and communicate special requests to relevant departments
- **Financial Administration:** Prepare End-of-Day reports, banking and credit checks, notifying management of issues
- **Billing Accuracy:** Ensure guest bills are accurate, posted correctly and processed efficiently
- **Communication Support:** Answer internal and external calls, handle enquiries and manage switchboard cover
- **Correspondence Handling:** Manage faxes, messages and guest communications for hotel departments

Issue Date Friday 06<sup>th</sup> March 2026

- **Reservations:** Take reservations via phone, fax, email or in person, following company sales policies
- **Upselling:** Promote hotel facilities and stay informed on rate structures and promotions
- **General Knowledge:** Maintain awareness of facilities, local attractions and transport routes
- **Safety Compliance:** Follow health, safety and emergency procedures and adjust hours as needed to maintain service

## CANDIDATE REQUIREMENTS

- Previous experience in a customer-facing or front of house role
- Proven experience of delivering excellent customer service
- Experience with administrative duties and maintaining accurate records
- Strong communication and multitasking skills
- Ability to work flexibly across morning and evening shifts
- Confident using hotel systems or similar booking / CRM software
- A professional, friendly and organised approach