



# VACANCIES

**Issue Date:**

***Friday 20<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**

# Front of House Team Member

Location: Paddington Fitness and Wellbeing Gym  
Contract: Permanent | Part-Time  
Salary: £26,665.60 pro rata  
Hours: 32 hours per week

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

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

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

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

## Helping you feel good.

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

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.

# Female Clean Team Member

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

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

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

## As a Clean Team Member, you will:

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

## Helping you feel good.

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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.

It starts with you.

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.

# Front of House Team Member

Moorgate FWC | Front of House | Permanent contract | Part time

£26,665.60 pro rata

16 hours per week

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

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

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

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

## Helping you feel good.

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

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.

# Customer Assistant - In store Bakery - Islington

Location: Islington  
Contract: Permanent  
Hours: Part Time  
Salary: £13.85 p/h increasing to £14.74 p/h from 1st April  
Closing: 6th April 2026

## Work Pattern

Week 1

Sun 8:00-17:00

Mon 5:00-13:00

Fri 5:00-13:00

Week 2

Mon 5:00-13:00

Fri 5:00-13:00

Sat 5:00-13:00

## Purpose

To deliver a great shopping experience for our customers, we are looking for colleagues who put customers before tasks every time whilst championing and promoting our brilliant products. As the face of the business, you will be the voice of our customers helping us to continually improve.

## Key Accountabilities

- Serve our customers efficiently, both on the shop floor and at service points
- Keep the store clean and tidy, ensuring that our shelves are always stocked with product
- Monitor and deliver on the daily sales targets, priorities, promotions and selling opportunities
- Proactively engage with customers to understand their needs, make recommendations and deliver remarkable service throughout their visit to store.
- Build expert product knowledge to sell and recommend our products and services
- We'll give you the training to utilise all digital tools and communication channels to deliver for the customer every time

## Key Capabilities

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

# Customer Assistant - Food - Waterside Simply Food

Location: Waterside Simply Foods  
Contract: Permanent  
Hours: Part Time  
Salary: £13.85 p/h increasing to £14.74 p/h from 1st April  
Closing: 3rd April 2026

## Work Pattern

Monday: 12:00 - 17:00  
Tuesday: 12:00 - 17:00  
Wednesday: 12:00 - 17:00  
Thursday: 12:00 - 17:00  
Friday: 12:00 - 17:00

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

# Group Exercise Coordinator

Location: Moorgate  
Contract: Permanent contract  
Salary: £26,665.60 pro rata  
Hours: Part time 16 hours per week

If you're passionate about fitness and wellbeing, you could take the lead on delivering exceptional customer service at our club. From motivating members to teaching classes, reviewing timetables and ensuring we respond to members in good time. Here, you'll proactively develop both your knowledge and our offering.

As a Group Exercise Coordinator at our club, you'll be a qualified instructor with the relevant qualifications in class-based exercise. You'll have experience of a corporate or commercial fitness environment. And ideally, you hold a first aid qualification and can follow the Emergency Action Procedures.

## As a Group Exercise Coordinator, you will:

- Teach classes in the studio and the pool
- Develop our class and timetable offering, in line with the latest trends and our budget
- Help the team follow health and safety rules, as well as codes of practice
- Ensure all equipment is properly cleaned and maintained
- Understand and promote all the health assessments, classes and programmes we offer
- Follow our procedures in opening and closing the Centre, and processing membership payments

## 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.

# Front of House Team Member (Bank)

Location: Covent Garden Gym | Reception |  
Contract: Bank Contract - Ad hoc  
Salary: £12.82 per hour

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 and café areas
- 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
- Support the café team, with preparing and serving fresh, healthy and nutritional food and drinks
- Be able to swim to a high standard and be willing to undergo training at site, due to covering Lifeguard breaks

## Helping you feel good.

We want you to love coming to work, feeling healthy, happy and valued. That's why we've developed a benefits package with you in mind. This includes holiday in line with the working time directive, access to our pension scheme and discounted gym membership at £25.00 a month.

***Working on the bank means you are not contracted to a set number of hours per week but instead work on an ad-hoc basis to suit the needs of the business and your availability.***

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.

# Guest Host

Department: Front Office

Job Level: Team Member

Hours per week: 40 Full Time

Salary: £13.48 plus incentive (10% of room upgrade, £1 per breakfast voucher and £2 per restaurant voucher)

At Holmes Hotel, we believe in providing a hotel experience that is tailored to the individual and their needs. As our **Guest Host**, 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 Guest Host, you will receive:

- **Salary: £13.48 per hour plus incentive**
- 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 Guest Host 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: Confidence, Understanding, Playful, Curious, Elegant, Easy
- Have previous experience in a customer-facing role or as a receptionist in the hospitality sector

Located in the heart of Marylebone, Holmes Hotel is an original and unquestionably unique boutique hotel created for curious minds. The ideal home from which to investigate the rest of the city.

# Kitchen Porter

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

Job Level: Team Member

Job Type: 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.

# Concierge Part-Time

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

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

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

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

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

## Main duties and responsibilities:

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

## General:

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

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.

# Caretaker / Cleaner

**Location:** Kensington, London

**Salary:** £28,000 per annum

**Hours:** 40 hours per week – Saturday & Sunday plus 3 weekdays (of your choice)

## About the Role

We are looking for a reliable and proactive Caretaker to join a small, high-end residential building in Kensington. This is a hands-on role responsible for maintaining the cleanliness, presentation, and smooth day-to-day running of the development.

You will play an important role in ensuring communal areas are well maintained, supporting residents when needed, and assisting with basic maintenance tasks around the building.

## Key Responsibilities

- Ensure all communal areas including lobbies, corridors, stairwells, and lifts are kept clean, tidy, and well presented.
- Carry out regular cleaning duties, including vacuuming, mopping, dusting, and wiping down surfaces.
- Maintain the external entrance areas to ensure they remain clean and welcoming.
- Manage the bin store area, ensuring bins are organised and clean.
- Move bins for scheduled collections and return them afterwards.
- Carry out basic maintenance tasks such as changing light bulbs, tightening fixtures, minor touch-ups, and reporting larger repairs.
- Provide a friendly and helpful presence within the building.
- Maintain a professional and courteous approach at all times.

## Skills & Experience      Essential

- Previous experience in a caretaker, cleaner, or facilities role within residential or hospitality environments.
- Strong attention to detail and pride in maintaining high standards.
- Reliable, organised, and able to work independently.
- Friendly and professional manner when interacting with residents.

## Desirable

- Basic handyman skills (e.g. minor repairs, basic maintenance).
- Previous experience working in residential apartment buildings.

## Benefits

- £28,000 annual salary
- 20 days annual leave plus bank holidays
- Pension scheme
- Supportive working environment within a well-maintained building
- Opportunity for long-term stability

# Early Years Assistant

Location: Royal Oak (Harrow Road) W2  
Hours: Part Time (wed-Fri)  
Salary: £12.21 per hour + amazing benefits  
Closing: 31<sup>st</sup> March 2026

## A bit about the role

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

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

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

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

## 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.

# Team Administrator

Salary: £26,000

Location: Hybrid - Home, Pimlico central office & nurseries

Work type: Full Time

## Lead the operational heartbeat that keeps children safe and nurtured

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

- 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

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- 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.

### **Why you'll love it here**

Because your work will keep children safe, support colleagues across London, and help us deliver big ambitions in sustainability and facilities.

You'll enjoy:

- A warm, people centred culture
- True hybrid working (3 office days, flexibility beyond that)
- Meaningful work where your organisation really matters

And of course, you'll be part of a mission driven social enterprise helping to change the world one child at a time.

# Nursery Lunchtime Assistant

Hours: Part Time 15 hours per week Mon-Fri 11am - 2pm

Location: Harrow Road W2 5AU

Salary: £12.21per hour + amazing benefits

## 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.

# Saturday Residential Concierge

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

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

**Salary:** £12.21 per hour

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

## Role Overview

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

## Main Responsibilities

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

## AREAS OF RESPONSIBILITY / ACCOUNTABILITY

- To ensure the development is maintained professionally
- To provide a high standard level of service to residents and all visitors to the development

Please apply with your CV today if this position is of interest to you.

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

# Furniture Porter

Location: Central London

Salary: Competitive

Hours: 30 Per Week

Working Days: Wednesday, Thursday, Friday, Saturday, Sunday

Shift Pattern: Wednesday to Sunday 15:00 - 22:00

As a Furniture Porter, you will play a crucial role in setting up and maintaining venue furniture according to event plans. Reporting to the Venue Manager, you will ensure all furniture is in perfect condition, safely delivered, and stored. Your role will be essential in delivering exceptional service to all visitors and meeting client expectations.

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

- Set all venue furniture according to the plan issued for each event, ensuring all furniture is in perfect condition
- Ensure all services are delivered safely in line with all OCS operating standards, reporting all accidents and dangerous occurrences to your supervisor
- Ensure the upkeep, storage, and maintenance of all on-site furniture
- Ensure that all furniture requirements are delivered and managed to OCS standards and the client's expectations, delivering exceptional service to all visitors
- Conduct regular checks to ensure furniture is in good condition and ready for use
- Collaborate with team members to ensure efficient setup and breakdown of event spaces
- Assist with the movement and arrangement of furniture as needed during events
- Provide excellent customer service and address any queries or concerns from clients and visitors

**The ideal candidate should meet the following criteria:**

- You must have the right to work in the UK
- Ability to use own initiative and confidence to make quick decisions
- Computer literacy and good knowledge of Microsoft Office is essential
- Excellent organisational and communication skills
- Analytical problem-solving skills, with strong attention to detail
- Flexibility in meeting client demands regarding availability and work hours, including weekends, public holidays, and evening work as required

# Security Services

Closing date: 03/04/2026

Position: Security Officer

Location: Whitehall

Pay Rate: £14.25 per hour

Hours: Average 56 hours per week

Shifts: 3 Days, 3 Nights, 3 Off - 7:00 AM - 7:00 PM / 7:00 PM - 7:00 AM

*SG/DS and CCTV SIA licence required*

*You must have lived within the UK for at least the last 5 years*

## Your Time at Work

- Greeting staff and visitors
- Controlling access in and out of the building
- Patrolling the premises and ensuring security protocols are being adhered to
- Dealing with disturbances/ issues and security incidents
- Dealing with first aid and incident reporting

## Our Perfect Worker

It is crucial to have great communication and customer service skills. All our admin is digital and paperless, so you'll need to be tech-savvy enough to use our digital devices.

Our perfect Security Officer will need to be aged 18 or over, a confident communicator who is a team player with the drive to always provide a friendly and professional service. Join G4S and you can also enjoy real career progression with a large international company - as the world's leading provider of security solutions, we offer loads of training and support. You'll be in safe hands from our induction and on-site training to regular reviews and welfare checks with our managers.

## Key Information and Benefits

- 5.6 weeks holiday per year (8 of these will be in lieu of bank holidays, worked or not worked)
- Workplace Pension Scheme
- Progression training and development opportunities
- Life assurance benefit
- Contributory Healthcare Scheme
- Eyecare vouchers
- Employee Discount Schemes
- Refer a friend scheme
- Free uniform provided

Job Ref: 1G4S (G180)

We are a recognised Disability Confident Leader Employer, committed to fostering an inclusive workplace where everyone can thrive. They prioritise accessibility, support, and opportunity for all employees. Join their diverse and empowering team today!

# Talent Acquisition Officer

Location: IWM London  
Salary: £32,000-£35,000 per annum  
Hours: 36  
Department  
Human Resources  
Position type: Permanent  
Closing date: April 13th 2026, 11:55 PM

## What You'll Be Doing

- Leading the day-to-day candidate experience, ensuring timely, supportive and professional communication throughout the recruitment journey.
- Coordinating interview logistics, including scheduling, liaison with hiring managers, briefing candidates, and arranging space or virtual links.
- Owning the Talent Acquisition shared inbox and ensuring responses meet agreed service levels.
- Managing onboarding processes including offers, references, right-to-work checks, DBS checks, HMRC documentation and Occupational Health clearance.
- Maintaining accurate ATS records and ensuring recruitment workflows run smoothly.
- Supporting hiring managers with advertising, selection methods and best practice guidance.
- Participating in interview panels where appropriate and helping ensure a fair, consistent selection process.
- Contributing to process improvements, documentation updates and TA guidance materials.
- Assisting the HR Officer team during busy periods or exceptional circumstances.

## What We're Looking For Required

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

- Experience in Talent Acquisition or HR, including involvement in recruitment or onboarding.
- Strong organisational skills and confidence managing multiple tasks and deadlines.
- Excellent communication skills and a service-driven approach.
- Experience using an ATS or HR system, alongside strong general IT skills.
- High attention to detail and a methodical approach to administrative work.
- A proactive attitude and the ability to adapt to changing priorities.
- A commitment to delivering an excellent candidate experience.

## Desirable

- Experience supporting interview panels.
- Interest in developing within TA or HR.
- Experience supporting a multi-site organisation.

## How You'll Work

You'll work closely with the Talent Acquisition Lead, HR Officers and hiring managers across the organisation to deliver a smooth, efficient and welcoming recruitment process.

Issue Date Friday 20<sup>th</sup> March 2026

Collaboration is key — you'll support colleagues, build strong working relationships, and help ensure candidates and managers receive a consistent, positive experience.

### **What Success Looks Like (First 6–12 Months)**

- Candidates report a positive, well-managed experience from application through onboarding.
- Interview processes run smoothly and managers feel supported and well-informed.
- The TA shared inbox is managed efficiently, with timely, accurate and helpful responses.
- Onboarding processes feel consistent, well-structured and supportive for new starters and hiring managers.
- Clear improvements are made to TA processes, templates or guidance materials.
- Strong working relationships are established across the wider HR team and with hiring managers.

### **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:

A basic check, which shows unspent convictions and conditional cautions.

### **Equal Opportunities and Flexible Working**

We are committed to a policy of Equal Opportunities.

We miss out when people feel IWM isn't for them, and are committed to removing and reducing barriers to make IWM open to everyone.

Our Access and Inclusion strategy has been developed to promote openness, equal opportunities to access, inclusivity and encourage diversity in everything that we do, from employment practices, the services we provide to our visitors to the facilities we make available to public.

At IWM we seek to address the need for greater diversity within our workforce as well as the wider museum and heritage sector. In all our practices we embrace diversity and promote equality of opportunity, and we welcome applications from suitable candidates of all backgrounds.

We value and respect difference and are committed to building an inclusive culture by creating an environment where you can balance a successful career with your commitments and interests outside of work. We believe that you will do your best at work if you have a work / life balance. Some roles lend themselves to flexible options more than others, so if this is important to you please raise this with your recruitment contact, as we are open to discussing agile working opportunities during the hiring process.

# School Customer Service Assistant

Hours: Part Time 16 hours per week

Salary: £13.85 P/H

Location: SW1V 3AG

## About the Role

Are you a team player with a passion for food and people? Do you thrive in a busy environment? If so, then we are looking for someone just like you to help us deliver exceptional customer experience for Chartwells on a part time basis, contracted to 16 hours per week.

As a Customer Service Assistant, you will contribute to a passionate and friendly team working in a fast-paced environment. You'll get given every opportunity to progress within a company that invests in its people, celebrates individuality, and rewards and recognises employees who go beyond the plate.

Could you bring your spark to Chartwells? Here's what you need to know before applying:

### Your key responsibilities will include:

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

### Our ideal Customer Service Assistant will:

- Have an enthusiastic can-do attitude
- Display passion for delivering excellent customer service
- Be an excellent team player
- Arrive equipped with a desire to succeed in your role
- Thrive working under pressure
- Demonstrate outstanding timekeeping and reliability
- Have a safety-first mind set
- Have experience within a similar catering-related role, but this isn't essential.

Any offer of employment will be subject to successfully completing pre-employment checks, including an enhanced DBS disclosure and a Children's Barred List check. This post is exempt from the Rehabilitation of Offenders Act 1974 and we ask applicants to declare all previous convictions and cautions in order to assess their suitability to work with children.

# Customer Service Advisor

Salary: £15.16 per hour

Hours: 38 hrs per wk Full Time 3 on, 3 off, rotating between early and late shifts.

Shift Times: 06:50 to 18:30, 08:50 to 20:30, and 12:00-23:40

Contract Type: Permanent

Location: SW1W 9TQ

Closing Date: Thu 26 Mar 2026 - 12:00 am

We have a fantastic full-time opportunity for a Customer Service Advisor to join our team at Victoria Coach Station.

The Customer Service Advisor role will put you in the centre of the hustle and bustle of a busy transport environment, selling tickets in and around onsite at London Victoria, answering customer queries, guiding them to their location, and ensuring our high standards of health and safety are continually met.

## What you'll do...

- Consistently deliver an excellent standard of customer service at all times taking a proactive and positive approach to ensure customer satisfaction
- Effectively and accurately communicate information to customers and liaise with colleagues throughout the business regarding service updates and disruption
- Proactively look for opportunities to up-sell National Express services and products
- Provide support and assistance to customers, colleagues and driver teams
- Be fully competent in the use of the relevant ticketing and operational systems, processes and procedures necessary to fulfil the role
- Assist in the training and development of peers and promote DOH rules and maintain a safe working environment
- Ensure established safe working processes are adhered to at all times
- Promote a cohesive, empowered and engaged working environment

## What you'll need...

- English language skills
- Experience of front-line customer service in a fast paced environment
- Positive attitude to customer service and personal development
- Ability to work in a team or independently on your own initiative
- Good levels of health, stamina and fitness will be required as the environment is fast paced and work will involve standing and/or sitting for long periods of time
- The ability to work shift patterns including weekends and bank holidays to meet business demands.

National Express is committed to creating an inclusive workplace that reflects the diverse communities we serve, and we positively encourage applications from all sectors of the community.

We are a Disability Confident Committed employer and should you require any adjustments at any stage of the recruitment process please let us know.

*We reserve the right to close this advert early if we receive a high volume of applications before the advertised closed date.*

# Receptionist

Salary: £12.50 to £13 an hour  
Contract: Permanent  
Hours: Part-time, Flexible working  
Closing: 30 March 2026

Golborne Medical Centre are looking for a part-time Receptionist/Administrator to join our friendly team. The successful applicant will be enthusiastic and confident in dealing with members of the public in a calm and professional manner, whilst delivering excellent customer service.

You will need some flexibility to cover Morning (8.00am to 1.00pm) and Afternoon shifts (1.00pm to 6.30pm). This can be agreed.

## Main duties of the job

The role is patient focussed and you will carry out a variety of roles including:

- Welcoming all patients and visitors to the surgery
- Dealing with enquiries from patients and external agencies in person and over the telephone.
- Processing prescription requests.
- Signposting patients to the correct service etc.

You will work alongside a team of receptionists to ensure that all processes are carried out to a high standard.

## About us

**We are a long established GP practice with approximately 5,400 patients.**

## Our team consists of:

- 4 GP Partners
- 1 Salaried GP's
- 1 Practice Manager
- 1 Secretary
- 2 Physician Associates
- 2 Clinical Pharmacists
- 2 Health Care Assistants, and
- 5 Receptionists

## Job responsibilities

Job Title: Receptionist

Responsible to: Senior Receptionist / Practice Manager

Responsible for: N/A

Job Purpose: To ensure that the reception area of the Practice runs smoothly, provides a high level of service to patients, doctors, nurses and other members of the Practice team

Duties and Responsibilities

## Telephone Duties

1. Making appointments
2. Prescription requests
3. Giving out results where appropriate
4. Ambulance transport bookings
5. Deal with Home visit requests
6. Deal with general enquiries
7. Contacting other providers

## Reception Duties

8. Register new patients and temporary residents
9. Greet and direct patients and visitors
10. Booking appointments
11. Handing out prescriptions
12. Ensure outstanding queries are explained and handed over to next shift, as necessary
13. Respond to needs of our clinical team during surgery
14. Collect fees from patients for providing non-NHS services
15. Deal with general enquiries and complaints
16. Filing medical notes

## Prescriptions

17. Dealing with requests for repeat prescriptions
18. Raising prescriptions as per Practice protocols
19. Dealing with queries relating to repeat prescriptions

## General

20. Input and extract information from Practice computer system
21. Observe health and safety guidelines at all times
22. General housekeeping (e.g. keeping reception and waiting areas tidy)
23. Maintain Confidentiality at all times
24. To participate and continue Personal Development
25. To observe Equality & Diversity guidelines at all times
26. To treat all patients, colleagues and visitors with Dignity and Respect at all times.
27. Any other reasonable duties as necessary

## Person Specification

### Qualifications      **Essential**

- GCSE (or equivalent) in English & Maths

### Experience      **Essential**

- Experience of working within a reception/administration team
- Experience of dealing with the general public (Face to Face and over the telephone)
- Excellent telephone manner
- Confident with IT systems

### Desirable

- Experience of working within NHS / GP surgery
- Experience of working with clinical systems

### Location      **Essential**

- The ideal applicant will be local and within 5 miles of this surgery.

### Desirable

- Basic IT skills,
- Flexible with working hours.

### Working Hours      **Essential**

Must be able to work morning and / or afternoon shifts: Morning shifts can be 8.00am to 1.00pm, and afternoon shifts can be from 1.00pm to 6.30pm). Some flexibility may be available within these hours.

### Desirable

- Flexibility to provide addition cover for staff sickness or annual leave when needed.

## Disclosure and Barring Service Check

# Housekeeper

Salary: £15.71 per hour

Hours: <https://jobs.ocs.com/vacancies/53929/housekeeper.html> 16

Shift Pattern: Saturday and Sunday 8am to 5pm

As a Housekeeper, you'll be responsible for keeping all areas of the building spotless, including bedrooms and bathrooms, communal spaces, stairwells, kitchens, and washrooms. You'll make sure everything meets the required standards and stays that way. You'll get all the training you need, and you'll also handle deep cleaning when needed. Part of your job will involve checking equipment, requesting stock, and following other processes to keep things running smoothly.

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

- The cleaning of all areas of the building including public area spaces, bedrooms and bathrooms communal areas, stairwells, kitchens and washrooms (plus other ad hoc areas) and ensuring areas are cleaned to the required standards and standards are maintained at all times
- You will be required to complete all training as required to deliver your role. Training will be provided to support you in effectively delivering your role
- Deep cleaning of areas as required, full training will be provided to support
- Completion of equipment checks, stock requests and all other processes required to support you in effectively delivering your role
- Provide support to Catering teams during busy periods and to support event catering, this may include serving food/drinks and taking payments using till.

## The ideal candidate should meet the following criteria:

- Must have Right to Work in the UK.
- An enhanced DBS will be completed for the successful candidate.
- Desirable to have experience in cleaning or be willing to learn.
- You must be customer-driven, with the ability to work well in a team.
- Communication skills are key, in order to ensure successful service delivery
- Technology skills are beneficial as the role requires the use of mobile telephone and apps.

# Website & Digital Marketing Coordinator

We are 4 Day Week employer

Hours: Full-Time 37.5 Hours per week

Contract: Permanent

Location: London, Liverpool or Bristol. Occasional travel to a Brook office in one of these locations.

Salary: £28,325

Closing date: 14/04/2026

## **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)***

## **Purpose of the role**

The Website & Digital Marketing Coordinator plays a key role in improving and growing Brook's online presence. This role includes optimising, updating and creating new content for our website and supporting with our Intranet and LMS platform (Brook Learn). They are involved in new digital projects and lead digital marketing campaigns to promote our education products. Reporting to the Digital Manager, they will work closely with teams across Brook as well as external partners and our Participation Advisory Groups to create fantastic content that raises Brook's profile and income and ensures service user's voices are heard throughout our work. The Website and Digital Marketing Coordinator will be proactive, collaborative and have experience working with websites, delivering marketing campaigns and writing content for a variety of audiences.

## **Essential criteria**

- Experience writing and editing content for a variety of audiences
- Experience updating and maintaining websites (ideally using WordPress CMS)
- Good knowledge of digital tools such as Google Analytics
- Knowledge of Search Engine Optimisation (SEO) and digital accessibility
- Experience delivering marketing campaigns
- Strong problem-solving skills, with the ability to identify issues, think critically and develop effective solutions
- Basic graphic design and image editing skills
- Knowledge of data protection and GDPR
- Experience working on projects with external agencies and to tight deadlines

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

# Receptionist

Location: Brent  
Salary: £26,005 (inclusive of London weighting)  
Vacancy: Permanent  
Hours: Full Time 37.5 Monday to Friday 9am – 5pm with flexibility some evenings will be required.  
Deadline: 22 April 2026

## Job Summary

Who we are

At Via, our mission is to provide the best health and wellbeing support to as many people as possible, helping them to change their lives for the better.

Last year, we supported over 11,000 people across the UK affected by alcohol and drug use.

### Everything we do is driven by our values:

- Care. Care for people is at the heart of everything we do.
- Be human. We are accessible, genuine and humble. Always learning.
- Do the right thing. We're open, honest and inclusive. We get things done.  
We want to recruit the very best talent. We believe in nurturing a positive workplace culture where our colleagues feel valued, recognised, empowered, and supported.

### What we're looking for

This is an exciting opportunity to join a fast-paced and growing organisation.

We're looking for a Receptionist for our Brent New Beginnings service.

As New Beginnings Receptionist you will be the 'first face of the service', providing a warm and professional welcome for service users, professionals, and all other stakeholders. You will, alongside others in your team, support with taking calls, processing mail, maintaining service supplies and record keeping. You will play a key role in promoting the New Beginning service.

We are looking for someone that is excited to work in this service user facing role, someone that has the ability to make individuals feel safe and welcomed every time they attend; supporting them make changes to their life for the better.

- This is not just a job – you'll help people rebuild their lives, reconnect with their family and friends, return to work or education, and much more.
- We're looking for individuals with compassion, good communication skills and the ability to stay calm under pressure.
- If you're someone who is a good listener, stays curious, and wants to make a difference, we'd love to hear from you.
- Deadline: 22/04/2026 at midnight. Via reserve the right to close this advert early on recruitment of a successful candidate, apply early to avoid disappointment.

Working hours:

Our Administrator Lead is happy to talk through this role, what a typical day might look like, development opportunities, and Via's national network. you can reach June Ramsey at 0300 303 4611 (option 1) or via mobile on 07918 608818.

Issue Date Friday 20<sup>th</sup> March 2026<https://via.ciphr-irecruit.com/Applicants/vacancy/2797/Receptionist>

## Visitor Engagement Assistant

Positions: 2  
Salary: £27,706 per annum (Pro-rata)  
Contract Type: Permanent  
Working Pattern: Part Time  
Location: On-site (Parliamentary Estate - Westminster, London)  
Leave entitlement: Starting at 30 days per annum, pro-rata  
Closing Date: 12th April 2026 at 23:55

### What you'll be doing

Join us at the heart of UK democracy. As a Visitor Engagement Assistant at the House of Commons, you'll play a vital role in welcoming people from across the UK and around the world, helping them discover the history, architecture and democratic work of Parliament. This is an exciting opportunity to be part of a team that brings the Palace of Westminster to life by delivering engaging tours, talks and memorable visitor experiences. Every day is different, you may be guiding visitors through the Palace of Westminster, supporting public access to debates in the Chambers, helping deliver major parliamentary events, or answering questions from curious guests keen to learn more about how democracy works. You'll grow your confidence through ongoing training, including specialist tour development opportunities, and you'll be supported by colleagues who are passionate about making Parliament accessible and engaging for all. This role has a range of hours available: 14, 21 and 28 hours per week.

### What we're looking for.

- Engaging communicators who enjoy presenting information with confidence and adapting it for different audiences.
- Customer-focused, with an understanding of what great service looks like and a passion for creating exceptional visitor experiences.
- Team-oriented, ready to work collaboratively with colleagues across Parliament in a fast-paced environment.
- Adaptable and proactive, able to manage changing priorities and contribute ideas for improving the visitor experience.
- Self-motivated learners, eager to deepen their knowledge of Parliament, history and public engagement.

*We may close the vacancy prior to the closing date stated due to a high volume of*

# Event Doorkeeper

Positions: 1  
Salary: £25,970 - £28,361 per annum  
Contract Type: Permanent  
Working Pattern: Full Time, Shift Work  
Location: On-site (Parliamentary Estate - Westminster, London)  
Leave entitlement: Starting at 30 days per annum, pro-rata  
Closing Date: 13th April 2026 at 23:55

## What you'll be doing

As a Doorkeeper in the House of Commons, you will play a key role in maintaining security while delivering a professional and welcoming service at the heart of UK democracy. This unique position combines responsibility, visibility, and public service in a historic environment. You will staff security posts and carry out patrols across the estate, ensuring buildings remain secure and preventing unauthorised access. You'll manage access control by recognising Members of Parliament, supporting their movement, and ensuring all passholders and visitors comply with regulations. You will also assist with visitor flow, provide guidance to Members, staff, and the public, and support events and functions.

In addition, you'll carry out pass checks, challenge where necessary, support traffic coordination, and assist with emergency and evacuation procedures, contributing to a safe and smoothly run Parliamentary Estate.

## What we're looking for:

- Ability to work reliably and flexibly as part of a team
- Ability to exercise sound judgement and take initiative
- Good interpersonal and customer service skills
- Ability to communicate clearly, concisely and effectively
- Proven practical experience and knowledge of security measures and an understanding of some Parliamentary procedures.

## Why Join us?

In addition to your salary, we offer an attractive range of benefits including but not limited to: Generous annual leave starting at 30 days and increasing to 35 after one full working year. Enrolment in the excellent Civil Service pension scheme with an average employer contribution of 27%

Flexible working options that help you find a balance including enhanced maternity, paternity, shared parental and adoption leave, caring leave and alternative working patterns.

# Hotel Switchboard Operator

Location: Marble Arch

Contract: Flexible

Salary: £13.00 per hour

You'll work mainly at the hotel switchboard, ensuring that every guest and caller receives a warm, professional, and helpful experience. While experience with Opera is a plus, what matters most is your dedication to clear communication and providing excellent service. Your proactive, calm approach will be essential in handling calls efficiently, directing queries to the right departments, and resolving issues, even during busy times. This role offers a fantastic opportunity to be the first point of contact for our guests, creating a positive impression and supporting the smooth operation of the hotel.

*Our Front of House Team operates on a shift rota, so you'll need to be comfortable working five days out of seven, with a mix of early and late shifts.*

## What you'll bring

- A genuine passion for guest service and creating warm, personalized experiences
- The ability to remain calm and collected in a busy, guest-facing environment
- A friendly, open personality that makes guests and team members feel valued
- Strong attention to detail and a proactive mindset in anticipating guest needs
- Willingness to work flexibly as part of a shift-based schedule

If you're ready to bring your unique skills to a proud, passionate team dedicated to delivering exceptional hospitality, we'd love to hear from you!

## What you'll get in return

- As well as all the things you'd expect from us, such as great staff areas to recharge in, wholesome meals on duty, pension and healthcare schemes, we'll take care of you at every step of your journey so that you can take care of our guests.
- In fact, we're so committed to this that our 'People Promise' sets out how you can expect us to support you at every step of your application and your career with us. Whether that's your career development and progression, your physical, mental or financial wellbeing, and recognising (and rewarding!) a job well done.
- Career Development & Growth - We're here to support your journey, whatever that may look like. Our award-winning Academy will help you navigate your tailored career pathway with the tools and development designed for you to grow and to unlock your unique potential.

## Financial Wellbeing – You work hard, so we'll always help your money work hard for you! Some of the great things you can take advantage of include:

- Wage Stream – You'll be paid monthly, but have access to your earned salary before payday should you need it
- Discounts & Perks – Savings on 1000's of retailers, dining, hotel stays, and much more for you and those close to you
- Refer a Friend – Earn up to £1000 when friends join our team
- Interest-Free Loans – Season ticket loans to make commuting easier

## Mental & Physical Well-being - We're here to support your well-being, whenever and wherever you need it.

- On-Site Mental Health First Aiders
- 24/7 Employee Assistance Line – Free, confidential advice
- Be Well Platform – Our Online fitness and wellness resources
- Gym Discounts & Cycle to Work Scheme

# Hotel Receptionist

Thistle Marble Arch

Contract: Flexible

Salary: £13.00 per hour + commissions

What you'll be doing

You'll work mainly on the Reception desk, ensuring that every guest feels warmly welcomed and supported throughout their stay. While experience with Opera is a plus, what matters most is your dedication to creating memorable experiences. Your proactive, calm approach will be essential in anticipating guest needs and resolving any queries with ease"even during busy times. This role offers a fantastic opportunity to build connections and deliver truly personalized service, going beyond Check-in and Check-Out to make each guest feel at home.

Our Front of House Team operates on a shift rota, so you'll need to be comfortable working five days out of seven, with a mix of early and late shifts.

## What you'll bring

A genuine passion for guest service and creating warm, personalized experiences

The ability to remain calm and collected in a busy, guest-facing environment

A friendly, open personality that makes guests and team members feel valued

Strong attention to detail and a proactive mindset in anticipating guest needs

Willingness to work flexibly as part of a shift-based schedule

**If you're ready to bring your unique skills to a proud, passionate team dedicated to delivering exceptional hospitality, we'd love to hear from you!**

## What you'll get in return

As well as all the things you'd expect from us, such as great staff areas to recharge in, wholesome meals on duty, pension and healthcare schemes, we'll take care of you at every step of your journey so that you can take care of our guests.

In fact, we're so committed to this that our 'People Promise' sets out how you can expect us to support you at every step of your application and your career with us. Whether that's your career development and progression, your physical, mental or financial wellbeing, and recognising (and rewarding!) a job well done.

**Career Development & Growth** - We're here to support your journey, whatever that may look like. Our award-winning Academy will help you navigate your tailored career pathway with the tools and development designed for you to grow and to unlock your unique potential.

**Financial Wellbeing – You work hard, so we'll always help your money work hard for you! Some of the great things you can take advantage of including:**

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- Refer a Friend – Earn up to £1000 when friends join our team
- Interest-Free Loans – Season ticket loans to make commuting easier

**Mental & Physical Well-being - We're here to support your well-being, whenever and wherever you need it.**

- On-Site Mental Health First Aiders
- 24/7 Employee Assistance Line – Free, confidential advice
- Be Well Platform – Our Online fitness and wellness resources
- Gym Discounts & Cycle to Work Scheme

## Store Assistant

Salary Details: £14.35 - £14.66 per hour  
Contract Type: Permanent  
Locations: Edgware Road W2 2EA

### Vacancy Specification

With us you'll never find yourself bored and twiddling your thumbs on the till as a Store Assistant. In fact, time will fly by.

You'll do everything from checking off deliveries to dealing with enquiries or ensuring that the shelves are fully stocked with well-presented products. And, of course, you'll provide excellent customer service at all times by attending to customer needs in a prompt and friendly way. It's a really fast-paced environment, and everyone understands exactly what needs to happen to make their store a success – and gets on with doing it. There's a real family feel here, and we all pitch in as part of a close-knit team.

## Store Assistant

Salary Details: £14.35 - £14.66 per hour  
Contract Type: Permanent  
Locations: Little Venice W2 1EJ

### Vacancy Specification

With us you'll never find yourself bored and twiddling your thumbs on the till as a Store Assistant. In fact, time will fly by.

You'll do everything from checking off deliveries to dealing with enquiries or ensuring that the shelves are fully stocked with well-presented products. And, of course, you'll provide excellent customer service at all times by attending to customer needs in a prompt and friendly way. It's a really fast-paced environment, and everyone understands exactly what needs to happen to make their store a success – and gets on with doing it. There's a real family feel here, and we all pitch in as part of a close-knit team.

## Store Assistant

Salary Details: £14.35 - £14.66 per hour  
Contract Type: Permanent  
Locations: Camden NW1 7JR

### Vacancy Specification

With us you'll never find yourself bored and twiddling your thumbs on the till as a Store Assistant. In fact, time will fly by.

You'll do everything from checking off deliveries to dealing with enquiries or ensuring that the shelves are fully stocked with well-presented products. And, of course, you'll provide excellent customer service at all times by attending to customer needs in a prompt and friendly way. It's a really fast-paced environment, and everyone understands exactly what needs to happen to make their store a success – and gets on with doing it. There's a real family feel here, and we all pitch in as part of a close-knit team.